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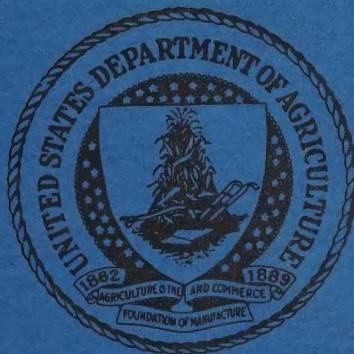


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# USDA EMERGENCY OPERATIONS HANDBOOK

For USDA State and County Emergency Boards

EOH



U.S. DEPARTMENT OF AGRICULTURE



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## FOREWORD

TO: USDA State and County Employees Having Emergency Preparedness Assignments

The natural disaster and defense responsibilities assigned to you are important in mitigating the effects of natural disasters and to our national security. These responsibilities, a vital part of your regular program activities, have priority in time of emergency.

The President's views on emergency preparedness were expressed in his message to the President of the U. S. Civil Defense Council on March 18, 1975:

... Through development of the capability to support and assist our citizens in time of war, we are also improving our ability to respond to humanitarian needs during natural disasters.

Our civil defense program continues to be an essential element of the Nation's deterrent posture. Through advance preparations, we reduce the vulnerability of our Nation to aggression....

Our nationwide USDA emergency organization is designed to assure continuity of our essential functions under all emergency conditions, including attack on the United States. An emergency organization maintains its effectiveness through the dedication of capable and trained personnel. This handbook, which contains guidance on your natural disaster and defense responsibilities, will help assure our continued capability to conduct the emergency assignments of the Department.

I am confident that you will meet the needs of our emergency programs along with your other regular assignments.

*R B Wilson*

R. B. Wilson  
Assistant to the Secretary  
Intergovernmental Affairs

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MAY 27 1977

ENCLOSURE - PREP





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## PART 1 BASIC PROVISIONS

## 1 HANDBOOK COVERAGE AND APPLICABILITY

A Coverage.

- 1 Organization of USDA SEB's and CEB's
- 2 Procedures or references to procedures that boards shall use in preparing for and carrying out emergency responsibilities.
- 3 Procedures or references to procedures of USDA agencies represented on SEB's and CEB's in preparing for and conducting their emergency responsibilities.

B Applicability. For use of USDA SEB's and CEB's in carrying out their responsibilities relating to:

- 1 Major natural disasters.
- 2 Preparations for defense emergencies.
- 3 The immediate preattack, transattack, and early postattack periods of a defense emergency.

## 2 HANDBOOK ARRANGEMENT

A Parts. Handbook is divided into six parts:

- 1 Basic provisions.
- 2 Emergency board organization and preemergency preparation.
- 3 Major natural disaster responsibilities of USDA emergency boards.
- 4 Major natural disaster responsibilities of USDA agencies.
- 5 Defense responsibilities of USDA emergency boards.
- 6 Defense responsibilities of USDA agencies.

B Format.

- 1 Parts and pages are numbered consecutively throughout. Page numbers left open for possible future use also are accounted for by number.

- 2 Paragraphs are numbered consecutively including those identified as reserved for possible future use.
- 3 Cross references are to paragraph numbers and exhibits only.
- 4 Citations to other handbooks are to handbook title or short reference only.
- 5 The content is presented in outlined form to facilitate reference.
- 6 Exhibits follow Part 6. Each is designated by an exhibit number and the paragraph number which relate to it.

### 3 REPORTS, ABBREVIATIONS, AND DEFINITIONS

See Exhibit 1.

### 4 SUPPLEMENTARY GUIDANCE

Guidance in this handbook is supplemented by:

- A Numbered Memorandums from Washington to SEB's. Two series, each consecutively numbered and distributed in accordance with Exhibit 2:

- 1 USDA State Emergency Memorandums.
  - a Communicate to SED's policy or procedural matters which later may be incorporated in handbook.
  - b Transmit readiness exercises or related information to be conducted by USDA emergency boards.
- 2 USDA State Emergency Records (ER) Memorandums. Transmit printed guidance and other material for SEB emergency records which require explanation.

B Correspondence.

- 1 Between USDA Washington Office and SEB's
  - a To SEB's. Correspondence:
    - (1) Relating to policy matter shall be signed by the Assistant to the Secretary, OIA. (In a postattack period, policy direction will be from the Secretary or his designee.)



(2) Concerning day-to-day service activities not involving policy matters shall be signed as follows:

(a) To SEB's in all States or to a group of States in more than one ASCS region.  
By DAP.

(b) To the SEB in one State or SEB's in a group of States in one ASCS region. By the appropriate ASCS regional director.

b From SEB's . All correspondence:

(1) Address to the appropriate ASCS regional director. Attention: EP Division.

(2) Enclose an extra copy.

2 Between SEB's and CEB's. All correspondence:

a To CEB's, including memorandum relays, shall be signed by the SEB chairman.

b From CEB's shall be signed by the CEB chairman.

C Agency Directives. Each member of SEB's and CEB's will receive through agency channels any necessary direction relating to emergency programs of his agency.

## 5 ASSIGNMENTS

A Defense.

1 To Secretary of Agriculture. Contained in:

a Acts of Congress including the Defense Production Act of 1950, as amended and the Federal Civil Defense Act of 1950, as amended. (See emergency records.)

b Implementing documents such as Executive Orders 10480 and 11490 and Defense Mobilization Order 8400.1. (See emergency records.)

2 To SEB's and CEB's. Contained in 1AR, Chapter 4. (See emergency records.)

- 3    To USDA Regional Emergency Staffs. Contained in  
    1AR, Chapter 4 and USDA Regional Defense Plan.  
    (See emergency records.)
- 4    To USDA Agencies. Contained in 1AR, Chapter 4. (See  
    emergency records.)

B    Natural Disaster.

- 1    To SEB's and CEB's. See paragraphs 68 through 71.
- 2    To USDA Agencies. See paragraphs 75 through 98.

6-9 (RESERVED)



PART 2      EMERGENCY BOARD ORGANIZATION AND  
PREEMERGENCY PREPARATION

SECTION 1      COVERAGE AND COMPOSITION  
USDA EMERGENCY BOARDS

10      COVERAGE

- A      County Level. A CEB serves every county (or comparable subdivision) of the United States, Puerto Rico, and the Virgin Islands. See paragraph 13 for variations.
- B      State Level. An SEB is established in every State and in Puerto Rico-Virgin Islands.

11      MEMBERSHIP

A      CEB's.

- 1      Automatic Membership. Normally the CEB includes a representative of the following agencies having personnel at the county level:
  - a      ASCS. County Executive Director. (Chairman.)
  - b      CES. County Agent or County Director.
  - c      FmHA. County Supervisor or his designee.
  - d      SCS. District Conservationist.
- 2      When an Automatic Member Serves More Than One County. The State head of the USDA agency concerned shall designate another employee of the agency to serve on the other CEB.
- 3      Alternates for CEB Members. Each CEB member shall select and provide orientation to at least one alternate (if available) to represent him in the event he is unable to serve. Designated alternates may attend board meetings even when the regular members are present.

- 4 Nonautomatic Membership. APHIS and FS as warranted may designate representatives to serve as members to provide adequate county level coverage of their program activities.
- 5 Notice of Designation. Each CEB member whose appointment is not automatic under subparagraph 11 A 1 shall be given notification of his designation in duplicate by higher agency authority. He shall give one copy to the CEB chairman.
- 6 Keeping Membership List Current. The CEB chairman shall maintain a current list of board members and alternates.

B SEB's.

- 1 Standard Membership. Those representatives with titles shown are automatic members. Other agencies designate members.
  - a ASCS. State Executive Director. (Chairman)
  - b APHIS.
  - c CES. State Director.
  - d FmHA. State Director.
  - e FS.
  - f SCS. State Conservationist.
  - g SRS. State Statistician.
- 2 Alternates for SEB Members. Each SEB member shall select and provide orientation to two alternates (if available) to represent him in the event he is unable to serve. Designated alternates may attend board meetings even when regular board members are present.
- 3 Notice of Designation. Each SEB member whose appointment is not automatic under subparagraph B 1 shall be given notification of his designation in duplicate by higher agency authority. He shall give one copy to the SEB chairman.
- 4 Keeping Membership List Current. The SEB chairman shall maintain a current list of board members and alternates.

5 Names and Office Addresses of SEB Members. Contained in "Directory of USDA Emergency Personnel." (See emergency records.)

C Armed Forces Ready Reserve. Board members who are Military Ready Reservists shall serve on the board until called to active military duty.

## 12 LINE OF SUCCESSION TO CEB AND SEB CHAIRMANSHIP

A Succession. From among the members, each board shall establish a line of succession to act as chairman. Alternates to the board members shall not be included in the line of succession unless all board members are members of the Military Ready Reserve. When a new ASCS State executive director or county executive director is named, he shall automatically assume the board chairmanship.

B Notification of Succession Order.

1 SEB. The SEB chairman shall notify the CEB's of the SEB order of succession.

2 CEB. The CEB chairman shall notify the SEB chairman of the CEB order of succession.

## 13 COUNTY VARIATIONS IN COVERAGE AND MEMBERSHIP

A Combining Counties Under One CEB. Counties shall be combined for defense purposes to conform to ASCS administrative combinations and in accordance with the following provisions:

1 Liaison With Civil Defense. Shall be maintained in all counties covered by the board. The chairman of the combined CEB shall:

a Serve as liaison with civil defense in the headquarters county.

b Designate a CEB member from each of the other counties involved in the combination to provide liaison.

2 Agency Representatives in More Than One of the Counties Involved in a Combination. Each representative shall serve on the combined board unless otherwise determined by the State agency representative.



- 3 Two CEB's in a Single County. Shall be established in any county which has two separate ASCS county offices with separate county executive directors if there are sufficient additional USDA personnel to man the two boards.

- B Providing Liaison Where State Government Has Area Offices Which Include All or Parts of Several Counties. SEB chairman shall arrange for ASCS District Directors or other USDA employees to provide liaison with such areas if requested to do so by State government.

14-17 (RESERVED)

## SECTION 2 EMERGENCY STATE AND COUNTY OFFICES

### 18 ESTABLISHING EMERGENCY OFFICES

#### A State Level.

- 1 Where possible, the ESO will be located at the State CD headquarters.
- 2 Alternate State CD headquarters may be used to house the ESO if the State CD headquarters has no space available for the SEB.
- 3 The State ASCS office will serve:
  - a As an ESO if no space is available at State CD headquarters or alternate headquarters.
  - b As a supplementary ESO for any SEB member and board support personnel that cannot be accommodated at State CD headquarters or alternate headquarters.
- 4 The ESO for each State is listed in the "Directory of USDA Emergency Personnel." (See emergency records.)

#### B County Level.

- 1 Where possible, the ECO will be located at the county CD headquarters.
- 2 The county ASCS office will serve as the ECO when the local CD headquarters lacks sufficient space to accommodate the CEB.

## 19 OPERATING AT EMERGENCY OFFICES

- A Adequate Office Space. All SEB and CEB members would be expected to conduct emergency operations at designated ESO's and ECO's.
- B Non-Adequate Office Space.
  - 1 State Level.
    - a Priority of Occupancy. Where ESO space at State CD headquarters is insufficient to accommodate all board members, space assignments to agency representatives on SEB's shall follow this order: ASCS, SRS, APHIS, ES, FS, SCS, and FmHA.
    - b Arrangement for Unaccommodated Personnel. Those board members and support personnel who cannot be accommodated at the ESO will operate at the State ASCS office in a national emergency.
  - 2 County Level. See paragraph 18.

## 20 FURNISHING EMERGENCY OFFICES

CEB's and SEB's shall take the following action:

- A Communications Equipment. Arrange with CD officials for USDA to have emergency use of CD communications equipment.
- B Office Equipment. Use available CD office equipment to the extent possible. If additional equipment is needed and not available without cost, purchase in accordance with ASCS Handbooks 23-AS (county) or 8-AS (State).
- C Office Supplies.
  - 1 Purchase as necessary in accordance with ASCS Handbooks 23-AS or 8-AS.
  - 2 Maintain at emergency offices and rotate periodically through ASCS office use.

## 21 SERVICING EMERGENCY OFFICES

A State Level. ASCS shall provide support services for ESO's.

B County Level.

- 1 ASCS shall provide support services for ECO's where such offices are located in or near county ASCS offices.
- 2 The CEB chairman shall refer to the SEB chairman any questions concerning ECO space, furnishings, and supplies that cannot be resolved locally.

## 22 RESPONSIBILITY FOR FAMILY PROTECTION

A Each individual with an emergency assignment is responsible for arranging in advance for the care of his own family. Board members and support personnel may move their families to the vicinity of the emergency office ON THEIR OWN INITIATIVE AND FINANCIAL RESPONSIBILITY only if:

- 1 They have made advance arrangements for suitable housing, food, and other matters.
- 2 Time permits where attack is imminent.

B Otherwise, families will rely on their own preparedness measures and civil defense procedures in their home areas.

23, 24 (RESERVED)



## SECTION 3 EMERGENCY RECORDS

## 25 COVERAGE AND CONTENT

- A Coverage and Code. See Exhibit 3.
- B Contents. Those records needed to conduct and support SEB and CEB preemergency preparedness and emergency operations. They are supplied by:
- 1 Washington office.
    - a Filing code and SEB or CEB identification printed in upper right corner.
    - b Explained, if necessary, by USDA State Emergency Records Memorandum. SEB chairman shall adapt this memorandum as appropriate in transmitting such records to CEB's
  - 2 Chairman and other board members.
  - 3 SEB chairman and board members for use by CEB's

## 26 MAINTENANCE OF RECORDS

- A Records Officer.
- 1 Designation. By board chairman.
  - 2 Duties. In accordance with training and guidance from board chairman, shall:
    - a Serve in this capacity in both the preemergency and emergency periods if possible.
    - b Maintain records by:
      - (1) Following outline in Exhibit 3.
      - (2) Filing new records promptly upon receipt.
      - (3) Discarding obsolete records.
      - (4) Developing charge-out, log-in, and follow-up system for records removed by users.

B Board members. Shall cooperate in the maintenance of the records by:

- 1 Familiarizing themselves with the contents of the records.
- 2 Identifying deficiencies.
- 3 Furnishing records as appropriate, including information developed within the State or county which would be useful in planning for and conducting emergency operations.

## 27 LOCATION OF RECORDS

A SEB Records. Shall be assembled in duplicate and housed at:

- 1 ESO for emergency operations.
- 2 ASCS State office for preparedness purposes and for emergency operations as needed.

B CEB Records. One set only, shall be housed at either:

- 1 ASCS county office in such a way as to permit ready transfer to ECO for emergency operations, or
- 2 ECO rather than at ASCS county office.

## 28 GUIDANCE TO CEB's

SEB shall provide guidance to the CEB's in the maintenance of emergency records.

29-31 (RESERVED)

## SECTION 4 EMERGENCY COMMUNICATIONS

## 32 COMMUNICATIONS PERSONNEL

CEB and SEB chairmen shall:

- A Designate personnel to carry out emergency communications assignment.
- B Arrange for training of such personnel in communications equipment and procedures, including ASCS Handbooks 23-AS, 8-AS, and 7-AS.

## 33 COMMUNICATIONS FACILITIES

- A CEB. Mail, telephone, and radio receiver, and such other facilities as may be available on no-cost basis. CEB shall make advance arrangements for:
- 1 Essential line telephone service to facilitate the placing of calls during emergencies ( "Coin" telephones are usually in "essential" category) through:
    - a Local telephone company for home, non-FTS office and emergency office telephones.
    - b FTS assistance operator for FTS office telephones.
  - 2 Battery-powered transistorized AM-FM portable radio receiver at ECO.
    - a Purchase locally at no more than \$25. (Follow guidance provided by SEB chairman where higher prices prevail.)
      - (1) Pay from county ASCS office bank account.
      - (2) Maintain in accordance with ASCS Handbook 23-AS.
    - b Otherwise provide to insure availability in an emergency.
  - 3 Use of local government communications facilities where CEB does not share civil defense headquarters.
  - 4 Use of USDA-operated or other Federal facilities such as those maintained by FS.
  - 5 Use of Radio Civil Emergency System (RACES) operators.
    - a Secure list of such operators from local civil defense.
    - b Contact operators concerning their availability in an emergency.
  - 6 Use of other communications systems available at no cost. (Obtain approval from SEB chairman if cost is involved.)



B SEB. Where all SEB members cannot be accommodated at State CD headquarters, SEB will rely on mail, telephone, transistor radio receiver, and teletypewriter, and such other facilities as may be available on no-cost basis. SEB shall arrange in advance for:

- 1 Telephone, RACES, and Other Facilities. Adapt steps listed in subparagraphs A 1, 3 and 4 to the State level.
- 2 Radio receiver. Follow guidance in subparagraph A 2 when necessary to replace present radio receiver.  
EXCEPTION: Pay for it as a State ASCS administrative expense. Maintain accountability in accordance with ASCS Handbook 8-AS.
- 3 Commercial Radio Facilities. Tie in with commercial radio facilities where possible.
- 4 ESO Teletype System. Arrangements vary, depending upon location of and facilities available at ESO.
  - a Availability. When:
    - (1) ESO is a considerable distance from the State ASCS office. (Generally at State CD headquarters.) There is a teletypewriter and access line at both the State ASCS office and at the ESO.
    - (2) State ASCS office is the ESO. The ARS teletypewriter at the State ASCS office is available. No additional teletypewriter or access line is required for defense purposes.
    - (3) ESO is located in another part of the State ASCS office building. Jack-and-loop connection is used between an outlet plug in the State ASCS office and the ESO. This permits the teletypewriter to be moved to the ESO space for emergency use and for testing.

b Installation and Removal. See ASCS Handbook 7-AS.

C CEB's and SEB's. Shall not procure radio transmitters or obtain radio frequency for emergency use.

34 -36 (RESERVED)

## SECTION 5      DAMAGE ASSESSMENT

## 37      CEB's AND SEB's

Is responsibility of board members.

## 38      MAINTAINING CAPABILITY

Each board member shall periodically review the natural disaster and postattack report formats and procedures required to evaluate the status of programs and resources assigned to his agency.

## 39-41      (RESERVED)

SECTION 6      RELATIONSHIPS WITH STATE AND  
LOCAL GOVERNMENT AND OTHERS

## 42      CEB

Chairman shall provide liaison and exchange of information with officials of county and municipal governments, emergency organizations, and other appropriate agencies.

## 43      SEB

Chairman shall provide liaison and exchange of information with officials of appropriate Federal and State government units and with private agencies.

## 44      BOARD MEMBERS

Shall not serve as State or local CD officials. However, USDA employees at the local level may participate voluntarily in the local CD program (e.g., as radiological monitors) where this does not interfere with their USDA defense responsibilities.

## 45-47      (RESERVED)





## SECTION 7 MEETINGS OF USDA EMERGENCY BOARDS

## 48 TYPE AND FREQUENCY

A SEB Meetings.1 Scheduled.

- a Hold one meeting each year.
- b In the interest of economy, schedule these meetings if possible in conjunction with other meetings likely to be attended by some or all SEB members (e.g., meetings of the USDA State Administrative Committee and the Rural Development Committee).
- c Hold meetings at the State emergency operating facility where this is practicable and agreeable to the State civil defense director.
- d Give ample notice in writing of scheduled meetings to all participants including invited guests.
- e Prepare minutes of meetings for:
  - (1) Incorporation in or attachment to semiannual reports. (See paragraph 59.)
  - (2) Board records.
  - (3) Distribution to board members and other interested persons.

2 Unscheduled.

- a Natural Disaster. Hold when necessary. Follow instructions in paragraph 69.
- b Other. May be called (part or entire SEB) for emergency or other special purposes such as training by SEB chairman or OIA. If possible, contact in advance, agencies involved about conflicts with other meetings and about availability of funds.

B CEB Meetings.

- 1 Scheduled. None. (Considered unnecessary because of the proximity of members and the frequent contact with each other on regular USDA business.)
- 2 Unscheduled.
  - a Natural Disaster. Hold when necessary. Follow instructions in paragraph 69.
  - b Other. May be called by SEB chairman or CEB chairman for emergency or other special purposes.

## 49 ATTENDANCE

A Board Members.

Shall attend all meetings called by the chairman, if possible. If a member cannot attend, he shall arrange for another member of his agency to represent him.

B SEB Chairman. Shall invite the following to board meetings:

- 1 Other Federal employees available at the State level.
  - a Support staff members.
  - b ASCS district directors as appropriate.
  - c Officials of the National Marine Fisheries Service of the Department of Commerce.
- 2 Federal REGIONAL representatives of:
  - a FPA.
  - b DCPA.
  - c FDAA.
- 3 State government officials:
  - a Commissioner of Agriculture.
  - b Civil defense director (and natural disaster coordinator if different).
  - c Representatives of CEB's from time to time.

- 4 Officials of the food and agribusiness industries if agenda is related.

C CEB Chairman. Shall invite others to attend and participate in board meetings, such as:

- 1 County civil defense director.
- 2 Other county and local officials.
- 3 Agency support staffs.
- 4 Officials of the food and agribusiness industries if agenda is related.
- 5 SEB members and field representatives of USDA agencies such as ASCS district directors.

50-52 (RESERVED)

## SECTION 8 SECURITY CLEARANCE AND IDENTIFICATION CARD

### 53 SECURITY CLEARANCE.

Not required.

### 54 IDENTIFICATION CARD

- A Who Needs a Card. SEB and CEB members only. Use the SF-138, "Federal Emergency Identification Card."
- B Purpose. To permit board members to enter emergency areas to carry out their emergency assignments.
- C Issuance and Control. Issued through individual agency channel and returned through same channel when employee leaves or changes assignment.
- D Action of SEB and CEB Chairmen.
  - 1 Inform their board members that the SF-138 card generally will be adequate for their needs.
  - 2 Periodically confirm with State, county, and local officials the adequacy of the cards. Obtain additional identification from such officials if required.

55-57 (RESERVED)





## SECTION 9     PREEMERGENCY REPORTING

## 58     CEB's

- A     Semiannual Reports.   The chairman shall submit his report in time to reach the SEB chairman by March 1 and September 1. The report will cover activities in the preceding 6-month period including:
- 1     Summary or minutes of any CEB meeting held. (See paragraph 48.)
  - 2     List of members and others attending.
  - 3     Results of emergency activities including significant developments resulting from working relationships with non-USDA agencies.
- B     Special Reports.   CEB's will inform the SEB chairman at once of any problem, information, or inquiries which require immediate attention.   EXAMPLES:
- 1     Any observed action or situation suspected as being detrimental to food and agriculture or to U.S. national security.
  - 2     Problems arising where county or local government has no civil emergency representative.

## 59     SEB's

- A     Semiannual Reports.   The chairman shall submit his report in time to reach the ASCS regional director by April 10 and October 10. This report will cover activities in the preceding 6-month period including:
- 1     Summary or minutes of SEB meetings held. List emergency board members attending in order of line of succession to chairmanship, and alternates and others attending. Indicate any change in board membership.
  - 2     Number of CEB meetings held.
  - 3     Results of any exercise or training held during the reporting period.
  - 4     Other significant activities or problems at both State and county levels.

B Special Reports. The SEB chairman shall report at once to the ASCS regional director by separate memorandum or teletype any matters which require prompt attention.

C Distribution of Reports.

- 1 One clear copy to appropriate ASCS regional director, Attention: EP Division.
- 2 Copies to board members, State government and Federal regional officials and others who attended board meeting, USDA regional emergency staff chairman, and other concerned individuals.

60-62 (RESERVED)

## SECTION 10 ORIENTATION AND TRAINING

### 63 BASIC PROVISIONS

The SEB's and CEB's shall see that USDA personnel who have emergency responsibilities are adequately oriented and trained to function efficiently and effectively in an emergency. Special training for SEB's should be in conjunction with scheduled meetings where possible (paragraph 48). Training shall be consistent with the guidance in this handbook and in emergency memorandums and agency handbooks.

### 64 TYPES OF ORIENTATION AND TRAINING

A Initiated at the State Level.

- 1 CEB Training. For all CEB members by the SEB at least every other year unless otherwise directed by Washington. Board training should not be done by one USDA agency alone. Submit notice of meetings and the proposed agenda to Washington through the ASCS regional director at least 1 month prior to meeting date.
- 2 Exercises Conducted by State Civil Defense. The SEB chairman shall inform the ASCS regional director of requests for SEB and CEB participation in exercises with State civil defense.

B Initiated at the National Level. Materials will be distributed to each SEB.

65-67 (RESERVED)



PART 3 MAJOR NATURAL DISASTER RESPONSIBILITIES  
OF USDA EMERGENCY BOARDS

68 OPERATING RELATIONSHIPS

A SED's and CED's are responsible for:

1 Reporting:

- a Disaster information called for in Exhibits 4 and 5.
  - b Conditions such as droughts or unusually heavy rains which threaten to develop into SIGNIFICANT disaster situations. (No prescribed reporting form or time.)
- 2 Coordinating USDA disaster activities to assure efficiency and effectiveness without becoming directly involved in disaster assistance operations of individual USDA agencies.
- 3 Maintaining liaison with:
- a Appropriate representatives of State and county government.
  - b Representatives of FDAA if available, when a disaster occurs in only one State. (If a disaster such as a flood or hurricane occurs in two or more States, the Office of the Assistant to the Secretary for Inter-governmental Affairs will arrange for liaison with FDAA.)

B Agency representatives on SEB's and CEB's are responsible for informing the chairman of progress made by their respective agencies in providing disaster assistance.

C USDA agencies are responsible for:

- 1 Disaster assistance programs outlined in paragraphs 75 through 98.
- 2 Conducting their respective disaster assistance programs.

69 MEETING NATURAL DISASTER SITUATIONS

Both the SEB and CEB chairman (or acting chairman when chairman is unavailable or unable to act) shall take the following action:

- A Call a meeting of their respective boards as soon as practicable, if a disaster SIGNIFICANTLY affecting rural areas occurs in his State or county.
- 1 The SEB Chairman shall invite the FDAA representative (if available), Governor's Emergency Coordinator, State Department of Agriculture representative, State civil defense director, and any other appropriate person.
  - 2 The CEB Chairman shall invite the county governing body or its appropriate representative, county civil defense director, and other appropriate officials if available.
- B Consult with as many emergency board members as feasible, either in person or by telephone, when a meeting is impracticable.
- C In The Meeting:
- 1 Review paragraphs 75 through 98.
  - 2 Arrange, as necessary, for obtaining damage information required for preparation of Exhibits 4 and 5.
  - 3 Coordinate board activities to:
    - a Avoid duplication of efforts in obtaining needed information.
    - b Assure common use of information obtained.
    - c Avoid providing conflicting information to the public and others.
  - 4 Request board members to keep the chairman informed of progress in carrying out the emergency programs of their agencies.
- D Maintain liaison with appropriate county, State, or Federal representatives.

## 70 REPORTING DISASTERS

- A CEB Chairman. Submit the following reports in accordance with exhibit instructions:
- 1 Natural Disaster 24-Hour Report (Exhibit 4). Within 24 hours after disaster.
  - 2 Natural Disaster Damage Assessment Report (Exhibit 5). When requested by the SEB chairman.

B SEB Chairman.

- 1 Natural Disaster 24-Hour Report (Exhibit 4). Edit county report if required, and make prompt distribution in accordance with exhibit instructions.
- 2 Natural Disaster Damage Assessment Report (Exhibit 5). Request report from CEB if needed by the Governor's office, the FDAA representative, or any SEB member.
  - a In requesting report from CEB, provide:
    - (1) Submission Time. Consult with FmHA, SRS, and other board members as appropriate in addition to the FDAA representative, if available, in determining when the CEB should send the damage assessment report to the SEB.
    - (2) Price Information on Crops and Livestock. Consult with SRS member of the board to determine unit prices of crops and livestock to be used by CEB's in estimating dollar losses. (The value of farm buildings and equipment shall be determined locally by CEB's in estimating dollar losses of these items.)
    - (3) Aquaculture Information. Consult with:
      - (a) FmHA representative on the SEB concerning aquaculture enterprises eligible for emergency loans, and advise CEB's of eligibility.
      - (b) Appropriate State government specialists (such as the Fish and Game Commission) and appropriate Federal government specialists (such as the National Marine Fisheries Service) to obtain information from them (copy of their report if available) to assist CEB's in estimating unit and dollar losses to aquaculture operations.
  - b Handle report from CEB chairman as follows:
    - (1) Editing. As necessary in cooperation with the SRS representative and those SEB members whose agency emergency program would be activated as a result of the disaster.



- (2) Concurrence. Obtain and indicate concurrence of SEB members involved in editing the report.
- (3) Distribution. In accordance with Exhibit 5 instructions.

71 MANNING FDAA NATURAL DISASTER ASSISTANCE CENTERS

If FDAA establishes such center or centers in the local major disaster area, the SEB chairman shall confer with other board members and:

- A Select a qualified USDA person to represent USDA at each center.
- B Orient the person selected on all current USDA emergency programs.
- C Inform FDAA representative that the USDA representative is available at each of the assistance centers.

72-74 (RESERVED)

PART 4 MAJOR NATURAL DISASTER RESPONSIBILITIES  
OF USDA AGENCIES

SECTION 1 GENERAL USDA AGENCY RESPONSIBILITIES

75 TYPES OF ASSISTANCE

The USDA renders many types of assistance in emergencies caused by natural disaster. Depending on the nature and severity of the disaster, USDA is prepared to:

- A Provide emergency food coupon assistance in disaster areas whenever local authorities identify increasing needs and the FNS of USDA authorizes such assistance.
- B Assist in providing livestock feed.
- C Provide loans and cost share financing to assist farmers and other rural residents in rehabilitation efforts and to assist rural electric and telephone cooperatives to repair or replace damaged lines.
- D Make indemnity payments to farmers for crops covered by insurance through the FCIC.
- E Provide technical information and assistance to farmers and others in developing disaster plans and in returning to normal after a disaster has occurred.
- F Control plant and livestock diseases and insect infestations.
- G Put out fires on or adjacent to national forests and provide aid in putting out other rural fires.
- H Provide assistance through regular USDA programs adapted as necessary to disaster situations.

76 COORDINATION

The nature and scope of the disaster determines which types of disaster assistance are possible and which will be authorized. National level natural disaster programs are the responsibility of USDA agencies and they are coordinated by the:

- A Assistant to the Secretary, OIA at the national level.
- B Chairmen, SEB's and CEB's at their particular levels.

## 77 WHERE TO APPLY FOR USDA ASSISTANCE

USDA has offices to serve every county. In many counties, all USDA agencies are at a central location. Except for the following types of assistance, any local USDA agency office can either take the application for approved help or direct the person to the nearest office of the USDA agency providing the service.

- A For certification of eligibility for food coupons, disaster victims who are able to prepare foods and serve them as a family unit should apply at the local city or county welfare office or to an authorized disaster assistance center.
- B For fire fighting aid on private lands, contact the nearest Federal or State Forestry Office or local fire department. If they cannot handle the fire, they will request help.
- C For assistance for Indian tribes, contact the Bureau of Indian Affairs, Department of the Interior.
- D For assistance in obtaining railroad freight rate reductions, contact the AMS in Washington.
- E For assistance to electric and telephone borrowers, contact the REA in Washington.

78-80 (RESERVED)

SECTION 2 USDA ASSISTANCE AVAILABLE WITH OR WITHOUT  
A DECLARATION OF A MAJOR DISASTER BY THE  
PRESIDENT

## 81 AGRICULTURAL MARKETING SERVICE

AMS can assist in obtaining railroad freight rate reductions to facilitate the movement of:

- A Feed supplies to areas affected by natural disasters, or
- B Livestock from such areas to other areas where adequate pasture or forage exists.

## 82 AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE

ASCS can provide assistance as follows:

- A Emergency Livestock Feed Program. CCC feed grain is sold at reduced prices for eligible livestock. A Governor's certification of need is required before the program is implemented.

- B Emergency Conservation Measures Program. County ASCS committees are authorized to make cost-share payments (up to 80 percent) to farmers and ranchers to solve new conservation problems created on farmland by a natural disaster.
- C Adjustments in Regular Programs. Some regular programs include specific procedures for natural disaster aid such as payments to wheat, feed grain, and cotton growers when planting is prevented or yields are abnormally low.
- D Grazing and Haying. Seasonal grazing or haying may be authorized on set-aside and CAP acreage retired from the production of annual program crops. When the need for grazing or harvesting of CAP acreage is established, the producer is charged an amount equal to the fair value of the forage removed. Temporary grazing on such acreage as a result of sudden disaster, such as a flash flood, may be approved at no charge to the farmer or rancher. Governor's certification and approval by State ASC Committee needed before program is implemented in an area.
- E Indian Acute Distress Donation Program. CCC feed grains may be donated to Indian tribes for livestock feeding following a request by the Department of the Interior and approval by the Secretary of Agriculture. Such assistance is based on chronic acute distress of needy members of an Indian tribe intensified due to severe drought, flood, or other catastrophe. Distribution of feed to the tribe is arranged by the Bureau of Indian Affairs, Department of the Interior.
- F Migratory Wildfowl Feeding. CCC grain may be donated to the Department of the Interior for feeding migratory wildfowl when threatened with starvation or for prevention of crop damage. This action depends on a finding by the Secretary of the Interior that an emergency exists.
- G Resident Wildlife Feeding. CCC grain may be donated to State agencies for resident wildlife threatened with serious damage or loss from starvation. This action depends on a joint finding by the Secretary of the Interior and the State Wildlife Agency that an emergency exists.

### 83 ANIMAL AND PLANT HEALTH INSPECTION SERVICE

APHIS is prepared to provide technical advice and assistance as follows:

- A Animal Diseases. Veterinarians and livestock inspectors may assist in emergency measures to prevent, control, and eradicate certain domestic livestock and poultry diseases.



- B Wholesomeness. Veterinarians and inspectors assure the wholesomeness of meat and poultry products and by-products in those slaughtering and processing plants subject to continuous inspection by APHIS.
- C Plant Pests. Plant pathologists and entomologists may assist in emergency measures to control, eradicate, and prevent the spread of certain plant diseases and insect pests.

#### 84 COOPERATIVE EXTENSION SERVICE

CES supports all USDA natural disaster missions and CED's and SEB's by providing:

- A Informational and educational material to farmers, ranchers, and others on what they can do to protect themselves and their property against the hazards associated with disasters.
- B Advice on clean up of damaged property, sanitation precautions, insect control, food preparation in an emergency, recovery actions on damaged farms, and renovation of damaged equipment and property.

#### 85 FARMERS HOME ADMINISTRATION

Following a natural disaster, FmHA may make emergency loans as follows:

- A Authorization for Program. Where there are:
  - 1 Twenty-five or fewer farmers substantially affected by a natural disaster, the request for assistance can be made by the State governor, local county governing body, or an Indian Tribal Council, to the FmHA State director who may authorize emergency loans.
  - 2 More than 25 farmers substantially affected by a disaster, the request for assistance should be made by the State governor to the Secretary of Agriculture to designate the disaster-affected counties as emergency loan areas.
- B Who May Receive Loans. Eligible farmers, ranchers, and aquaculture operators.
- C Loan Purposes. FmHA emergency loans are made to eligible farmers, ranchers, and aquaculture operators for:
  - 1 Actual Losses. Such loans are at five percent, and funds may be used:

- a To repair, restore, or replace damaged or destroyed farm property and supplies.
  - b For expenses incurred for crop production.
  - c To pay farm debts owed to another creditor.
- 2 Major Adjustments. A borrower eligible for an emergency loan for actual losses also may be eligible for a loan at the prevailing market interest rates to:
- a Construct or improve buildings (including a home) and facilities.
  - b Purchase livestock, poultry, or other animals, and pay costs incident to reorganizing the farming system to make it a sound operation, equivalent to the operation prior to the disaster.
  - c Buy essential home equipment and furnishings, and to refinance debts under certain conditions.
- 3 Annual Operating Expenses. At prevailing market interest rates for up to six full crop years after the disaster designation date to permit indebted emergency loan borrowers to return to usual credit sources.

D Loan Features.

- 1 Eligibility. All applications will be considered without regard to race, color, creed, sex, marital status, or national origin from anyone who:
- a Has suffered property damage or severe crop losses from a natural disaster.
  - b Is unable to obtain the necessary credit from other sources.
  - c Is a U. S. citizen.
  - d Is an established farm, ranch, or aquaculture operator, either tenant or owner-operator, who manages the operations.
  - e Is of good character, and with the industry, ability, and experience to carry out the proposed farming operations.

2 Amount of Loans.

- a Actual Loss. Limited to the amount of actual loss not compensated for by insurance or otherwise.
- b Major Adjustment. Sufficient to make the necessary adjustments to the operation.
- c Annual Operating Expenses. Limited to the amounts necessary to provide operating expenses needed for a crop year.

3 Interest Rate.

- a For emergency loans for actual losses will be 5 percent.
- b For other farm real estate purposes and for operating purposes will be those prevailing in the private market for comparable long term and intermediate credit, based on a determination by the Secretary of Agriculture. These rates will be established on July 1 and January 1 of each year.

4 Repayment Terms.

- a As rapidly as feasible in annual installments consistent with the applicants reasonable ability to pay. Repayment varies according to the purposes of the loan. Loans for:
  - (1) Actual losses to crops, livestock, supplies, and equipment may be scheduled for repayment in up to seven years. These loans may be renewed for up to five years. Under some conditions, a longer repayment period may be authorized, but not to exceed 20 years. Generally, real estate will be needed as security when more than seven years is authorized.
  - (2) Real estate loans will be scheduled for repayment up to 40 years.
  - (3) Annual operating expenses will be scheduled for repayment each year when the principal income is received from the years operations.

- b All emergency loans will be reviewed two years after they are made, and every other year thereafter to determine whether borrowers are able to return to regular sources of credit. Borrowers are required to refinance if it is determined that other credit is available to them even though their emergency loans have not fully matured.

- 5 Security. Liens on crops, livestock, farm machinery, or farm real estate to cover the amount of the loan. If the usual security cannot be provided because of the disaster, loans may be made on the collateral that is available, even if part of it has depreciated in value because of the disaster, and on the basis of the applicant's repayment ability.

#### 86 FEDERAL CROP INSURANCE CORPORATION

In more than one-third of the counties, FCIC offers to sell insurance to farmers on one or more crops. This insurance covers production costs, and payment is made after inspection and confirmation of the insured crop loss where yields fall below guaranteed coverage. Farmers must have purchased such insurance prior to crop loss.

#### 87 FOOD AND NUTRITION SERVICE

- A Under PL 93-288 and implementing Executive Order 11795, responsibility for distribution of food in a natural disaster area is assigned to the FDAA in DHUD. This Executive order further delegates to the Secretary of Agriculture the President's authority to determine food stamp disaster areas as well as the distribution of food coupons and emergency food coupon allotments in disaster situations.
- B The distribution of emergency food coupon allotments may also be authorized by the Secretary of Agriculture if:
  - 1 Requested by the State agency responsible for the administration of federally aided public assistance programs, and
  - 2 As the result of a disaster, income or resources are reduced or inaccessible and households need food assistance which cannot be met by the regular Food Stamp Program procedures.



## 88 FOREST SERVICE

- A Provides fire protection in national forests and assists in control of fires that threaten to spread from nearby lands into national forests.
- B Cooperates with State foresters through provisions of Section 2 of the Clarke-McNary Act of 1924, and Title IV of the Rural Development Act of 1972, by providing financial and technical assistance in rural and wildland fire prevention and suppression.
- C Provides professional assistance and financing to State organizations for preventing, detecting, and evaluating forest insect and disease outbreaks on lands of all ownership.
- D Installs emergency measures for runoff retardation and soil erosion prevention to safeguard life and property of watershed lands suddenly damaged by fire, flood, and other natural disasters.
- E Furnishes personnel and equipment for rescue work and other emergency measures on national forests and on other lands in cooperation with State forestry agencies.

## 89 RURAL ELECTRIFICATION ADMINISTRATION

REA assists REA-financed electric and telephone cooperatives and companies with additional loans and technical assistance in obtaining resources for restoration of service after a natural disaster.

## 90 SOIL CONSERVATION SERVICE

- A Provides technical and financial assistance under authority of Section 216 of the Flood Control Act of 1950, with authorization from the Secretary of Agriculture, to retard runoff and prevent soil erosion. This is to safeguard lives and property from floods and the results of erosion on any watershed suddenly damaged by fire or any other natural forces.
- B Provides technical assistance for:
  - 1 Rehabilitation of land and conservation systems for which ASCS provides cost-sharing.
  - 2 Emergency protection against high water and rehabilitation of rural lands damaged by natural disaster.

## C Provides assistance:

- 1 In evaluating the severity of the disaster (depth of water, time overflow, area affected, etc.).
- 2 In assessing the types of problems created and the amount and types of emergency work needed to restore the area to normal operations.
- 3 In locating heavy earth-moving equipment.
- 4 With transportation problems when roads and highways cannot be used.

## D Provides information and materials (maps and reports) on watershed projects, river basin studies, and Resource Conservation and Development projects.

## E Makes available pickups and other types of transportation equipment for emergency use.

91-93 (RESERVED)



SECTION 3      ADDITIONAL USDA DISASTER ASSISTANCE AVAILABLE  
FOLLOWING A MAJOR DISASTER OR EMERGENCY  
DECLARATION BY THE PRESIDENT

94      APPLICABILITY

A Presidential major disaster or emergency declaration under the Disaster Relief Act of 1974 (PL 93-288) makes possible the following additional assistance described in paragraphs 95 through 98.

95      LIVESTOCK FEED

A      Assistance may be offered through the donation of CCC-owned feed grain under the :

- 1      Crash Feed Grain Donation Program. Eligible livestock are those which are commingled, stranded, and unidentified as to owner or owned by one who is temporarily unable to arrange for feed or pasture. The duration of such a program is only until owners are able to resume care of their livestock.
- 2      Herd Preservation Feed Grain Donation Program. Eligible owners must have had their livestock operation so damaged by the disaster that they do not have remaining cash or credit with which to purchase necessary livestock feed at market or livestock feed program prices to maintain their livestock.

B      FDAA may:

- 1      Pay additional cost of feed ingredients and services over and above the donated CCC-owned feed grains, or
- 2      Authorize the purchase of feed locally if CCC-owned feed grains are not readily available.

96      FIRE FIGHTING

Section 417 of PL 93-288 authorizes the President to provide assistance, including grants, to any State for the putting out of any fire on publicly or privately owned forest or grassland which threatens such destruction as would constitute a major disaster. USDA Forest Service (or the U.S. Department of the Interior, Bureau of Land Management) provides technical assistance to FDAA which administers PL 93-288.



## 97 DEBRIS CLEARANCE

A PL 93-288 authorizes the President to use Federal departments, agencies, and instrumentalities to:

- 1 Remove from publicly or privately owned lands and waters, debris and wreckage resulting from a major disaster, or
- 2 Make grants to any State or local government for such debris removal.

B Policies, procedures, and methods of removal will be determined by FDAA.

## 98 FmHA EMERGENCY LOANS

When the President declares a major disaster or emergency declaration, the FmHA automatically makes loans available in counties named by FDAA. Such loans are made at the same interest rates and terms and for the same purposes as described for loans under a designation by the Secretary of Agriculture.

99-101 (RESERVED)

PART 5     DEFENSE RESPONSIBILITIES OF USDA EMERGENCY  
              BOARDS

SECTION 1     SCOPE OF RESPONSIBILITIES

102     CEB's AND SEB's

- A     Assessing damage and reporting as prescribed.
- B     Coordinating USDA State and county level operations to assure efficiency and effectiveness.
- C     Conducting those defense activities which are too broad in scope for assignment to any one agency.
- D     Maintaining liaison and exchange of information with appropriate representatives of other Federal agencies and State and county government.
- E     Providing assistance in obtaining material, manpower, equipment, supplies, and services needed for USDA programs.

103     ADDITIONAL SEB RESPONSIBILITIES

Directing and guiding CEB's.

104     CEB AND SEB CHAIRMEN

- A     Keeping informed of USDA agency activities through agency representatives on the board.
- B     If cut off from communications with higher USDA authority, making urgent program decisions in accordance with policies established by this handbook and other documents to which it refers:
  - 1     In consultation with other board members.
  - 2     On his own if such consultation is impossible.

105-107     (RESERVED)



## SECTION 2 ALERTING AND RESPONSE PROCEDURES

## 108 ALERTING

- A In case of increased international tensions, SEB's and CEB's will be alerted when appropriate through USDA channels.
- 1 Situations Requiring Stepped-Up Readiness. Instructions will be sent during office hours to:
    - a SEB's from Office of the Secretary.
    - b CEB's by SEB chairman.
  - 2 Situations Requiring Maximum Readiness. Same as subparagraph A 1 unless instructions have to be sent during non-office hours. In this event a national headquarters employee of ASCS, identified as "non-office hour" alerter, will telephone the SEB chairman.
    - a If alerter cannot reach SEB chairman, he will telephone other SEB members until a contact is made.
    - b First SEB member contacted shall alert other board members.
    - c SEB chairman shall alert CEB's at beginning of office hours on the next working day unless otherwise instructed by Washington office.
- B In case of air raid warning or attack without warning, SEB's and CEB's shall follow local civil defense instructions.

## 109 RESPONSE TO ALERT BY SEB's AND CEB's

- A In stepped-up readiness situation, board shall hold a meeting to:
- 1 Review readiness position and emergency plans.
  - 2 Correct deficiencies.
  - 3 Alert support personnel to situation.
  - 4 Test communications.
  - 5 Review civil defense guidance on personal and family protection.



B In maximum readiness situation, board shall:

- 1 Alert support personnel to situation.
- 2 Report to emergency operating locations.
- 3 Check communications and emergency plans.
- 4 Review civil defense survival procedures.

C Upon air raid warning or attack prior to activation orders from higher USDA authority, board shall:

- 1 Follow local civil defense survival plans.
- 2 When conditions permit:
  - a Report to emergency operating location.
  - b Carry out board functions.

110-112 (RESERVED)

## SECTION 3 POSTATTACK DAMAGE ASSESSMENT REPORTS

## 113 REPORTING DAMAGE

A The CEB Chairman. Shall submit the following reports in accordance with exhibit instructions:

- 1 CEB Administrative Capability Report (Exhibit 6).  
Initial report as soon as possible postattack and weekly until deficiencies have been corrected.
- 2 Biological and Chemical Agents Report (Exhibit 8).  
As soon as possible, if there is evidence that enemy has used these agents.
- 3 Fire Situation Report (Exhibit 9). As soon as possible, with daily follow-up reports until fire is no longer a problem.
- 4 Food and Feed Processing and Storage Facilities Report (Exhibit 11). 15 and 30 days postattack.
- 5 Agricultural Production and Nonfood Requisites Reports (Exhibits 13 and 14). 15, 30, and 60 days postattack.

B The SEB Chairman. Shall submit the following reports in accordance with exhibit instructions.

- 1 SEB Administrative Capability Report (Exhibit 7).  
Initial report as soon as possible postattack and weekly until deficiencies have been corrected.
- 2 Biological and Chemical Agents Report (Exhibit 8). As soon as possible after CEB's report evidence that these agents have been used.
- 3 Fire Situation Report (Exhibit 9). As soon as possible, with daily follow-up reports until fire is no longer a problem.
- 4 Timber Resources Report (Exhibit 10). 30 days postattack.
- 5 Food and Feed Processing and Storage Facilities Report (Exhibit 12). 60 and 90 days postattack.
- 6 Agricultural Production and Nonfood Requisites Report (Exhibits 13 and 15). 20, 40, and 70 days postattack.

#### 114 DISTRIBUTION OF REPORTS

A The CEB Chairman shall:

- 1 Submit reports to SEB chairman by any means of communication available. Confirm in writing reports made by radio or telephone.
- 2 Provide one copy to each concerned county government official.
- 3 Retain one copy for file.

B The SEB Chairman shall:

- 1 Distribute reports as follows:
  - a Original and one copy to USDA National Relocation Site (address to be provided under emergency conditions).
  - b One copy to Chairman, USDA Regional Emergency Staff at address listed in Exhibit 16.

- c One copy to each concerned State government official.
- d One copy to USDA resource agency preparing data.

2 Retain one copy for file.

115-117 (RESERVED)

## PART 6 DEFENSE RESPONSIBILITIES OF USDA AGENCIES

CHAPTER 1 - GENERAL PROVISIONS FOR ALL AGENCIES  
WITH DEFENSE ASSIGNMENTS

## SECTION 1 RELATING TO EMERGENCY BOARDS

## 118 ALTERNATES TO AGENCY REPRESENTATIVES ON BOARDS

See paragraph 11.

## 119 PERSONNEL TO SUPPORT BOARD

A Preemergency Period.

- 1 Designation. By board members in consultation with board chairman according to anticipated workload.
- 2 Orientation and training. By SEB's and CEB's.

B Emergency Period.

- 1 Duties. Assist board on full or part-time basis in carrying out board functions.
- 2 Number of personnel. Modified by the board to meet emergency needs.
- 3 Duration of duties. Until completion of board assignment. Personnel then shall resume agency activities.

## 120 ARRANGEMENTS FOR PROGRAM COVERAGE ON CEB's

A Where Agency Has Personnel in a County But No One Serving in Capacity of Automatic CEB Member. The agency representative on the SEB shall designate an agency member located in the county to serve on the CEB.B As Necessary Where Agency Has No County Office and No Personnel in County. The agency representative on the SEB shall explore alternatives such as:

- 1 Designation of an agency member from a nearby county to serve on the CEB.



- 2 Assistance from another USDA agency with available personnel.
- 3 Considering the agency program as a function to be conducted by the CEB.

C Other. See paragraphs 11 and 13.

121-123 (RESERVED)

## SECTION 2 RELATING TO AGENCY PROGRAMS

### 124 ASSIGNMENT OF RESPONSIBILITY

Contained in 1 AR, Chapter 4. (See emergency records.)

### 125 AGENCY PLANS

#### A For Conducting Defense Programs at State and County Levels.

- 1 Preemergency Development. In accordance with policies and directives of the agency's Washington office and with this handbook.
- 2 Coordination by Board. To insure consistency with plans of other agencies represented on the board.
- 3 Implementing Instructions. Contained in agency issuances.
- 4 Briefing Personnel. Through special agency meetings or other means as appropriate in the preemergency period.

#### B For Emergency Organization and Staffing.

- 1 Preemergency Pattern. Retained to the extent possible in providing for defense programs.
- 2 Personnel with Agency Defense Assignments. Designated, oriented, and trained in the preemergency period.

#### C For Personnel Not Involved in Defense Operations. Continued performance of normal agency functions as far as emergency conditions permit.

## 126 DESIGNEES TO ACT FOR PRIMARY AGENCY OFFICIALS

Shall be named for each agency at State and county levels to insure continuity of direction of essential agency programs in an emergency.

## 127 AGENCY RECORDS

Shall be maintained and protected in an emergency at State and county offices in accordance with established agency procedures. See paragraph 26 regarding records maintained by CEB's and SEB's.

## 128 COOPERATIVE RELATIONSHIPS

Shall be continued with other units of Federal, State, county, or local government and other organizations and institutions in emergency period, subject to coordination by board.

## 129 SUPERVISION, DIRECTION, AND COORDINATION

A Defense Operations. Under supervision and direction of primary agency official in State or county.

B Coordination. By SEB or CEB which has no direct involvement in defense program operations of agencies.

C Explanation. Shall be given to agency personnel to insure proper understanding of the lines of supervision, direction, and coordination in a defense emergency.

## 130-140 (RESERVED)



## CHAPTER 2 DEFENSE RESPONSIBILITIES OF ASCS AND CCC

## 141 INSTRUCTIONS ON DEFENSE PROGRAMS

- A ASCS Handbook 1-DP covers program policy, ASCS instructions, and CEB and SEB instructions relating to ASCS and CCC defense programs. These programs and related material are outlined in paragraphs 142 through 150.
- B Personnel of ASCS and CEB's and SEB's shall carry out their respective responsibilities for ASCS and CCC programs in accordance with 1-DP.

## 142 AGRICULTURAL PRODUCTION

- A Production policy.
- B Seed distribution and use.
- C Distribution and use of livestock and poultry feed.
- D Fertilizer distribution and use.
- E Distribution of farm equipment and repair parts.

## 143 FOOD PROCESSING, STORAGE, AND DISTRIBUTION

- A Objectives and policies.
- B Memorandums of understanding relating to food.
  - 1 Between USDA and each State government on emergency food management.
  - 2 Between USDA and the U. S. Department of Commerce on fish and fish products.
  - 3 Between USDA and DHEW on general war food inspection.
  - 4 Between the U. S. and Canada on cross-border movement of food during national emergencies.
- C Maintenance of food and feed processing and storage facility data.
- D Military claimancy for food.



E Food wholesomeness and salvage.

F Exchange of information on food rationing.

144 MANPOWER, MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES

A How users obtain nonfood requisites.

B Estimating quantities of nonfood requisites needed.

C Claiming nonfood requisites.

D Effective utilization of scarce nonfood requisites.

E Facility maintenance, repair, and construction.

145 UNDELIVERABLE SHIPMENTS OF FOOD, GRAINS, FEED, AND SEED

A Carriers' actions.

B USDA action on perishable food.

C USDA action on nonperishable food, grains, feed, and seed.

146 GRAIN STORAGE AND DISTRIBUTION

A Domestic distribution of privately-owned stocks.

B Use of CCC-owned stocks (except donated).

C Use of stocks under CCC loan.

D Grain for export.

147 PEANUTS AND CCC COMMODITIES EXCEPT GRAIN

A Peanut storage and distribution.

B CCC commodities except peanuts and grain.

148 OTHER CCC PROGRAMS

A Donating CCC-owned stocks.

B Use of CCC funds for emergency guarantees and loans.

- 149 PROPERTY LEFT BY PERSONS MISSING, DEAD, OR OTHERWISE  
INACCESSIBLE
  - A Scope and policy.
  - B Prescribed USDA actions.
- 150 PETITIONS FOR RELIEF FROM HARDSHIP
  - A Applicability and procedures for filing.
  - B Prescribed USDA actions.
- 151-160 (RESERVED)



## CHAPTER 3 DEFENSE RESPONSIBILITIES OF APHIS

## SECTION 1 LIVESTOCK PROTECTION

## 161 ANIMAL DISEASE CONTROL AND ERADICATION

A Program Instructions.

- 1 Emergency Animal Disease Eradication Guide.
- 2 Manual and Directory of Animal Diagnostic Laboratories in the U. S.
- 3 Foreign Animal Diseases, Their Prevention, Diagnosis and Control

B Regular Program Adaptable to Defense Emergencies.

Provide standby capability for combatting diseases introduced as agents of biological or chemical warfare.

- 1 Cooperative Program. Controls and eradicates certain infectious, contagious, and communicable domestic diseases,
  - a Conducted by APHIS (under District Veterinarian, Veterinary Services) (VS) and the governments of all States, Puerto Rico, and the Virgin Islands (under the State Veterinarian).
  - b Includes inspection, quarantine, testing, diagnosis, vaccination, condemnation, indemnity, disposal, disinfection, and other measures.
- 2 Emergency Animal Disease Eradication Organization (EAD EO). Covers all States, Puerto Rico, and the Virgin Islands for the detection, control, and eradication of emergency diseases.
  - a National Office at Hyattsville, Maryland. Equipped with supplies and communications (Ready Room).
  - b Five Regional EAD EO's. Each responsible for program within the region. Readiness maintained through annual exercises.
  - c Field Units. Trained and equipped for eradication and control procedures.



- 3 Cadre of Veterinarians. Specially trained to conduct field investigations of each reported suspected foreign animal disease to insure early detection and diagnosis.
- 4 Air, Land, and Ocean Ports of Entry. Inspect, quarantine, or test as necessary imported animals and their products. (See paragraph 172.)
- 5 Interstate Movement of Livestock and Poultry. Regulated as necessary to prevent spread of communicable diseases.

C Actions.

- 1 Attack Data and Damage Assessment.
  - a APHIS representative on CEB or SEB shall provide information to board on any biological or chemical attack affecting animals and their products.
  - b APHIS representative on SEB shall:
    - (1) Provide SEB with information obtained from VS covering damage and loss to livestock, livestock products, livestock transportation equipment, port facilities, equipment, and supplies.
    - (2) Prepare Biological and Chemical Agents report. (See paragraph 113 and Exhibit 8.)
- 2 Supporting Requisites. APHIS representative on SEB shall submit estimates of requirements to the SEB for items essential for animal protection such as manpower, vehicular equipment, facilities, disinfectants, and other operating supplies.
- 3 Program Information. CEB's and SEB's shall publicize as appropriate, assisted by CES.
- 4 CEB's and SEB's.
  - a SEB's shall request CEB's to provide manpower, equipment, office space, or general supplies needed to carry out livestock protection programs at the county level.

b CEB's shall:

- (1) Respond to requests of VS for assistance in animal quarantine programs.
- (2) Provide for livestock protection programs in accordance with guidance from the local EADEO, WHEN COMMUNICATIONS WITH SEB ARE INOPERATIVE.

162 VETERINARY BIOLOGICS

A Responsibilities.

- 1 Insuring safety and potency of veterinary biologics used in the diagnosis, prevention, and treatment of diseases of domestic animals, including pets and fur-bearing animals. Accomplished by:
  - a Licensing veterinary biologics.
  - b Issuing permits for importation of biologics.
  - c Inspecting manufacturing establishments.
  - d Preventing interstate movement of unlicensed biologics.
  - e Developing standards.
  - f Testing commercially produced veterinary biologics.
- 2 Through Central Enforcement Operations Office, Ames, Iowa, providing and keeping current a list of veterinary biological and pharmaceutical companies, including their major products, for the SEB records.

B Actions.

- 1 Central Enforcement Operations Office shall:
  - a Appraise the loss of veterinary biologics personnel, facilities, and equipment, and the effects of attack on biological and pharmaceutical companies.
  - b Forward this information to Washington through the Iowa SEB.

2 CEB s and SEB's.

- a CEB shall advise the SEB of the types and quantities of veterinary biologics or pharmaceuticals needed in the control of animal diseases.
- b APHIS representative on the SEB shall review such requests from the county level and request information on sources of needed supplies through the SEB.
- c SEB shall use lists of available veterinary biologics in the emergency records to determine sources of needed biologics and pharmaceuticals WHEN COMMUNICATIONS ARE INOPERATIVE

163-165 (RESERVED)

## SECTION 2 MEAT AND POULTRY INSPECTION

## 166 RESPONSIBILITIES

- A Continuing Normal Program Functions. To the extent possible and applicable, covering inspection of:
- 1 Meat and poultry and related products processed by plants shipping in interstate and foreign commerce.
  - 2 Rabbits and game birds in such plants on voluntary basis.
  - 3 Foreign meat and poultry products prior to importation.
- B Conducting DHEW Inspection Functions. In accordance with memorandum of understanding with DHEW, if conditions warrant. (See emergency records.)

## 167 ACTIONS WHEN COMMUNICATIONS ARE INOPERABLE

- A CEB's and SEB's shall determine priorities concerning production sites and types of meat and poultry products needed.
- B CEB's shall provide guidance to any meat and poultry inspection employee who has no supervisor in the county.<sup>1</sup>

## 168-170 (RESERVED)

## SECTION 3 PLANT PROTECTION, QUARANTINE, AND PORT INSPECTION

## 171 PLANT PROTECTION PROGRAMS

- A Cooperatively conducted by APHIS Plant Protection and Quarantine (PRQ) and State regulatory agencies, experiment stations, Extension Service, and others to:
- 1 Suppress, eradicate, and prevent the spread of seriously destructive crop pests, intentionally or accidentally introduced into this country, and which are considered detrimental to the national welfare.



- 2 Suppress populations of native agricultural pests of outbreak proportions which substantially threaten crop production.

B Adaptable to defense against biological and chemical warfare agents.

C Action.

- 1 APHIS representative on SEB shall:

- a Provide information obtained from PPQ on any biological attack affecting crops, including:
  - (1) Location and extent of losses.
  - (2) Need for ground and air equipment, insecticides, other chemicals, supplies, and manpower.
- b Use this information in preparing biological and chemical agents report (paragraph 113 and Exhibit 8).
- c Rely on CES to assist in publicizing emergency program information, as appropriate, through the SEB.

- 2 CEB shall:

- a Rely on CES representative on the CEB to assist in carrying out plant protection programs where there is no APHIS representative on the CEB.
- b Respond to requests by PPQ (through SEB) for assistance in conducting plant protection programs. This includes providing manpower, equipment, office space, and general supplies.
- c Conduct plant protection programs based on guidance from PPQ district or area supervisor WHEN COMMUNICATIONS ARE INOPERATIVE.

## 172 PORT INSPECTION (AIR, LAND, AND SEA)

- A Maintained by PPQ to safeguard against entry of foreign plant pests and animal diseases.

B Actions.

- 1 APHIS representative on CEB's and SEB's shall:
  - a Assemble information from PPQ port officials on:
    - (1) Availability of manpower, port facilities, equipment, and supplies to carry out mission.
    - (2) Requirements for equipment, facilities, disinfectants, operating supplies, and manpower.
  - b Request assistance where necessary from CEB's for continuing PPQ functions in those counties having a port of entry.
- 2 SEB shall assist in obtaining supplies, manpower, and equipment required for PPQ port of entry programs upon request WHEN COMMUNICATIONS ARE INOPERATIVE.

173-180 (RESERVED)



## CHAPTER 4 DEFENSE RESPONSIBILITIES OF CES

## 181 EDUCATIONAL SERVICES

- A Consistent with USDA defense program policy, and in coordination with the board chairmen and other members of CEB's and SEB's, the CES representative on these boards shall prepare educational material on:
- 1 How farm and non-farm rural residents can protect their families from effects of attack.
  - 2 How farmers and ranchers can protect their livestock and poultry from effects of attack, and continue agricultural production under emergency conditions.
  - 3 The role of the food and feed industries in:
    - a Processing, storage, and distribution of food and feed through marketing channels disrupted by nuclear attack.
    - b Cooperating with the government to help achieve the mutual goal of feeding people and livestock during an emergency.
  - 4 Government actions to insure continued supplies and equitable distribution of food and feed in an emergency.
- B The material shall be disseminated through the CEB or SEB using the most effective media available in carrying out the defense educational program.

## 182 INFORMATIONAL SERVICES

In consultation with the chairmen and other members of CEB's and SEB's, the CES representative on these boards shall carry out the following informational services:

- A Assist in reviewing and editing prepositioned formats of public announcements furnished by the Washington office concerning emergency agricultural production and food and feed processing, storage, and distribution for use in postattack news releases. (See ASCS Handbook 1-DP.)

- B Assist with food and feed processing and storage facilities reporting and compilation of requirements for nonfood requisites. (See paragraph 113, Exhibits 11 and 12, and ASCS Handbook 1-DP.)
- C Help prepare and disseminate appropriate statistics for public information as needed. (See paragraph 249.)
- D Assist in publicizing through appropriate media, information concerning:
  - 1 The food situation, and various aspects of the emergency food program. (See 1-DP.)
  - 2 Rural fire control and emergency timber production. (See paragraphs 213 and 219.)
  - 3 Control programs on feed, seed, farm equipment, and fertilizer. (See 1-DP.)
  - 4 Control and eradication of animal diseases and plant pests. (See paragraphs 161 and 171.)
  - 5 Selection and use of land for agricultural production postattack; and the use, conservation, and control of water to insure adequate supply for agricultural purposes, and to prevent floods. (See paragraphs 237 and 238.)
  - 6 The availability of emergency credit to eligible farmers and ranchers in support of the agricultural production program and other types of financial arrangements in support of other USDA defense programs. (See paragraph 193.)

183-190 (RESERVED)



## CHAPTER 5 DEFENSE RESPONSIBILITIES OF FmHA

## SECTION 1 DEFENSE EMERGENCY LOANS

## 191 OBJECTIVES AND POLICY

A Objectives.

- 1 Promote maximum efficient production of essential agricultural commodities during the emergency.
- 2 Help eligible established farmers and ranchers to continue their farming and ranching operations.
- 3 Supplement, but not supplant, credit from other available sources.

B Policy.

- 1 Make regular Defense Emergency Loans and Critical Defense Emergency Loans when a defense emergency is declared.
- 2 Suspend all other types of FmHA loans indefinitely.

## 192 LOAN PROCEDURES

The FmHA representative on the CEB shall:

## A Follow guidance in FmHA Instruction 440.4 on:

- 1 Eligibility requirements.
- 2 FmHA county committee certification.
- 3 Loan purposes.
- 4 Rates and terms.
- 5 Security policies.
- 6 Loan approval.
- 7 Processing loans.

- 8 Disbursement of loan funds. EXCEPTION: If mail service has broken down or if FmHA finance office or treasury disbursing office cannot function, the county ASCS office will issue CCC drafts to close the loans. (See ASCS Handbook 1-DP.)

- B Follow established policies for servicing emergency loans made under FmHA Instruction 441.2 EXCEPTION: Cancellation of deficiencies on critical defense emergency loans will be subject to conditions set forth in FmHA Instruction 440.4. All other types of loans outstanding when the defense emergency occurs will continue to be serviced under the authorities, policies, and procedures of FmHA instructions governing the servicing of such loans.

193 SEB AND CEB ACTIONS AND FmHA FOLLOW-UP TO  
AUTHORIZED LOAN PROCEDURE

A The SEB Chairman in Consultation With the Board shall:

- 1 Request the FmHA State director to instruct all FmHA county supervisors under his jurisdiction to:
  - a Make REGULAR defense emergency loans and CRITICAL defense emergency loans available at once for financing production of essential food and fiber under USDA production goals.
  - b Suspend all other FmHA lending programs until further notice. EXCEPTION: Service outstanding loans in accordance with regular policies.
- 2 Prepare an original and three copies of the request referred to in subparagraph A 1. Submit the original and two copies to the FmHA State director.

B The FmHA State Director shall:

- 1 Retain original and send copies to the FmHA Administrator and the FmHA Finance Office. If mail service is not available, mail copies as soon as service is restored.
- 2 Instruct FmHA county supervisors. This will be done by mail, or by courier if mail service is temporarily unavailable.

## 3 Keep current for reference:

- a Number and amount of FmHA loans outstanding in each county.
- b Total allotment of funds to the FmHA State office for various types of loans for the current fiscal year.

C The CEB chairman, in consultation with the FmHA representative and other board members, shall issue county-level instructions IN A CUTOFF SITUATION adapted from those in subparagraph A.

D CEB's and SEB's shall publicize program information as appropriate, assisted by CES.

## 194 CEB AND SEB ACTIONS WHEN LOAN PROCEDURES ARE NOT ADEQUATE POSTATTACK

A The CEB, on advice of the FmHA representative, may:

- 1 Determine that policies and procedures contained herein are inadequate under postattack conditions.
- 2 Recommend to SEB changes or exceptions.

B The SEB, on advice of the FmHA representative, may recommend needed adjustments to Washington, indicating the concurrence of the FmHA representative.

C The CEB or SEB, except as authorized herein, shall make no changes in established policies until approval is received from Washington.

## 195-197 (RESERVED)

## SECTION 2 TECHNICAL ASSISTANCE RELATING TO CCC GUARANTEES AND LOANS

## 198 BASIC PROVISIONS

A Scope.

- 1 Guaranteeing the payment of loans made by established financial institutions to eligible firms.

- 2 Making direct loans to eligible firms which cannot obtain loans from established financial institutions even though CCC will guarantee repayment.
- 3 Guaranteeing any business firm that it will receive payment for providing food or other agricultural commodities or supplies under USDA jurisdiction when an authorized USDA official arranges with or directs such firms to provide the products.

B Eligible Firms. Established commercially-operated business entities, including cooperatives, which demonstrate reasonable prospects of repayment of loan and are engaged in the processing, storage, or distribution of food, feed, seed, grain and peanuts, fertilizer, farm equipment, or general farm supplies.

199 INSTRUCTIONS ON CCC GUARANTEES AND DIRECT LOANS

A Program policy, operational guidance, and instructions to:

- 1 ASCS personnel and CEB's and SEB's are covered in 1-DP. CCC emergency guarantee and direct loan programs are outlined in paragraphs 200 and 201.
- 2 FmHA personnel are covered in FmHA Instruction 440.4.

B FmHA and ASCS agency personnel and emergency boards shall carry out their responsibilities concerning CCC guarantee and loan programs in accordance with the respective handbooks and instructions.

200 CCC GUARANTEE OF FINANCIAL INSTITUTION'S LOANS TO BUSINESS FIRMS

- A Policy.
- B County level action.
- C State level action.
- D Washington action.
- E Uncollectible guaranteed loan.

## 201 CCC DIRECT LOANS TO BUSINESS FIRMS

A Policy.

B County level action.

C State level action.

D Washington action.

E Collections.

F Loans which are in default.

202-210 (RESERVED)





## CHAPTER 6 DEFENSE RESPONSIBILITIES OF FS

## SECTION 1 RURAL FIRE DEFENSE

## 211 OBJECTIVE AND RESPONSIBILITY FOR PROGRAM

- A Objective. To hold possible fire damage losses down to the point where they will not seriously interfere with national defense.
- B Responsibility. Organizations conducting rural fire control activities within the State.

## 212 NUCLEAR ATTACK AND FIRE SUSCEPTIBILITY

- A Air burst weapons can be expected to start fires at distances where blast damage will be negligible. In such instances, prompt fire control action can be extremely effective in limiting damage.
- B Ground bursts complicate the fire-fighting job, since the fire perimeter is usually within the blast damaged area and radioactive fallout is expected to limit access to sections of the fire.

## 213 ACTIONS

A County Level.1 The FS representative on the CEB shall:

- a Provide the data necessary to complete the "CEB Postattack Rural Fire Situation Report." (See paragraph 113 and Exhibit 9.)
- b Assist the CEB as necessary in estimating requirements for nonfood requisites needed in rural fire prevention and control.

2 The CEB chairman shall:

- a Submit the fire situation report to the SEB chairman as soon as feasible postattack. (See paragraph 113 and Exhibit 9.)

- b Where there is no FS representative on the CEB, rely on advance arrangement made by the FS representative on the SEB for data needed in preparing this report. (See subparagraph B.)
- c Provide the SEB chairman with estimates of requisites that cannot be obtained locally.

B State Level. The FS representative on the SEB shall:

- 1 Complete the Rural Fire Situation Report. (See paragraph 113 and Exhibit 9.)
- 2 Where there is no FS representative on the CEB:
  - a Make advance arrangements for securing from State forestry personnel or other qualified persons data needed in preparing the CEB's rural fire report.
  - b Inform the CEB Chairman of this arrangement through the SEB Chairman.
- 3 Assist the SEB chairman when SEB support is required to obtain equipment and manpower, and work with the chairman in sharing, as appropriate, available FS equipment and manpower.

C Program Information. CEB and SEB shall publicize as appropriate, assisted by CES.

214-216 (RESERVED)

## SECTION 2 TIMBER PRODUCTION

### 217 OBJECTIVE AND POLICY

- A Objective. Provide a continuing supply of forest products for use during the emergency and subsequent recovery periods.
- B Policy. Conduct defense activities involving forest products in accordance with the Memorandum of Understanding between USDA and the Department of Commerce. (See emergency records.)

## 218 EFFECTS OF NUCLEAR ATTACK ON STANDING TIMBER

- A Forests will be affected by blast, fire, and fallout. However, the effects of blast and fire will differ little from those of peacetime fire or windstorm catastrophes.
- B Radioactive fallout may cause very extensive long-term timber losses in softwoods.
- C Hardwoods are resistant to radiation, but conifers are nearly as susceptible as humans.
- D Severe mortality can be expected to conifer forests where radiation levels are high.

## 219 ACTIONS

- A FS. As called upon by the Department of Commerce, in accordance with the memorandum of understanding, shall:
  - 1 Make damage appraisals of plants and logging facilities of the forest products industry.
  - 2 Obtain forest product supplies of the desired species, quantity, and from the most suitable source, including national forests.
  - 3 Ascertain availability of labor and other requirements for logging and plant operations.
- B County Level. The FS representative on the CEB shall provide technical assistance on proper use of timber resources available from the national forests.
- C State Level. The FS representative on the SEB shall:
  - 1 Prepare timber production reports for transmission to Washington. (See paragraph 113 and Exhibit 10.)
  - 2 Evaluate the effect of attack on timber to estimate remaining resources and prepare required projections.
- D Program Information. CEB's and SEB's shall publicize as appropriate, assisted by CES.

220-222 (RESERVED)

SECTION 3      ADDITIONAL RESPONSIBILITIES AFFECTING  
EMERGENCY BOARDS

223      DAMAGE ASSESSMENT

The FS representative on CEB's and SEB's shall assist in the damage assessment function performed by these boards.

224      MANAGEMENT SERVICES FOR PROTECTION OF VITAL  
RESOURCES OF NATIONAL FOREST LANDS

The FS representative on CEB's and SEBs shall keep the board chairman informed of the management activities conducted by the agency.

- A      Watershed Management on National Forest Lands.    Postattack protection from fire, pollution, and siltation. (Potable water is responsibility of Public Health Service of DHEW.)
- B      Range Management on National Forest Lands.    Availability for livestock production of national forest ranges that escape fire or radioactive fallout.
- C      Facilities and Installations on National Forest Lands.    Protection from fire damage and sabotage in cooperation with military and civil defense authorities.

225      FS COMMUNICATIONS FACILITIES

The FS representative on CEB's and SEBs:

- A      May request the use of national forest communications plans and communications facilities as necessary in conducting various FS defense assignments.
- B      Shall see that any communications facilities and equipment not urgently required by the FS are made available for other emergency needs through the board chairman.

226-235      (RESERVED)



## CHAPTER 7 DEFENSE RESPONSIBILITIES OF SCS

## 236 ANIMAL SAFETY AND DISPOSITION OF CROPS

The SCS representative on CEB's and SEB's shall provide technical assistance (based on the level and extent of radioactive contamination) to CES in guiding farmers, ranchers, and others on:

- A Safety of livestock and poultry.
- B Disposition of growing crops and harvesting of crops.
- C Use of crops stored on farms.

## 237 CONSERVATION AND USE OF LAND

The SCS representative on CEB's and SEB's shall:

- A Supply basic soil information, land use guides, and on-site assistance in selecting land for agricultural production.
- B Provide technical guidance and make recommendations on:
  - 1 Selection of land best adapted to the production of priority crops and identification of new land for cultivation to meet emergency needs.
  - 2 Application of land conservation practices needed.
  - 3 Treatment of soils to reduce radiological contamination.
  - 4 Special crops for contaminated lands.
- C Rely on CES to publicize emergency program information through appropriate media as needed.

## 238 CONSERVATION AND USE OF WATER

The SCS representative on CEB's and SEB's shall:

- A Furnish technical assistance to individuals, communities, and the military services on the essential use, conservation, disposal, and control of agricultural water in rural areas.

- B Make every effort to insure sufficient water supplies for irrigation and other essential needs. This includes recommending the use of agricultural water stored in watershed reservoirs and impoundment structures controlled by State and local governments as needed in rural areas.
- C Conduct snow surveys, where applicable, for water supply forecasting for agricultural and other uses.
- D Rely on CES to publicize emergency program information through appropriate media as needed.

239 DAMAGE ASSESSMENT AND ESTIMATES OF REQUISITES

- A Assessing Damage. The SCS representative on CEB's and SEB's shall assist in the damage assessment function performed by these boards.
- B Estimating Requisites. The SCS representative on CEB's and SEB's shall assist the board in estimating the amount of labor and nonfood requisites, including water, needed for agricultural production.

240 TECHNICAL SERVICES TO THE ARMED FORCES

The SCS representative on the CEB's and SEB's, upon request of the armed forces, approval by the State Conservationist, and concurrence by the board, shall provide services which may include:

- A Selecting terrain suitable to move heavy equipment.
- B Designing and laying out erosion control and water control systems.
- C Assisting in development of camouflage for lands intended for military use.
- D Guiding the military to locations for installations on suitable land less important for cultivation.

241-248 (RESERVED)

## CHAPTER 8 DEFENSE RESPONSIBILITIES OF SRS

## 249 STATISTICAL DATA

The SRS representative on the SEB shall:

- A Obtain and compile agricultural statistics needed in support of USDA defense programs, including production, processing, storage, and distribution of food and feed.
- B Request ERS participation as needed and available in evaluating emergency agricultural production and marketing problems and potential.
- C Request the assistance of the CES representative in preparing and disseminating appropriate statistical information to the public as necessary through the board.

## 250 DAMAGE ASSESSMENT LEADERSHIP

The SRS representative shall provide leadership in the damage assessment function performed by the SEB.

## 251 NONFOOD REQUISITES

The SRS representative shall assist the SEB in estimating and justifying nonfood requisites needed to conduct USDA defense programs. (See ASCS Handbook 1-DP.)



## REPORTS, ABBREVIATIONS, AND DEFINITIONS

REPORTSNatural Disaster

Title	Time or Frequency	Submitted By	Principal Reference
24-Hour	Within 24 hours of disaster	CEB-SEB	Par. 68, 70, Ex. 4
Damage Assessment	As needed	CEB-SEB	Par. 68, 70, Ex. 5

Defense Preemergency

Title	Time or Frequency	Submitted By	Principal Reference
CEB Semiannual	March 1 and September 1	CEB	Par. 58
SEB Semiannual	April 10 and October 10	SEB	Par. 59
Special Reports	As needed	CEB-SEB	Par. 58, 59

Defense Postattack

Title	Time or Frequency	Submitted By	Principal Reference
CEB Administrative Capability	Immediately post-attack. Weekly thereafter if deficiency exists.	CEB	Par. 113, 114, Ex. 6
SEB Administrative Capability	Immediately post-attack. Weekly thereafter if deficiency exists.	SEB	Par. 113, 114, Ex. 7
Biological and Chemical Agents	Immediately upon evidence of use of chemical agents by an enemy.	CEB-SEB	Par. 113, 114, Ex. 8



## Defense Postattack

Title	Time or Frequency	Submitted By	Principal Reference
Rural Fire Situation	As soon as possible postattack. Daily follow-up reports until fire is no longer a problem.	CEB-SEB	Par. 113, 114, Ex. 9
Timber Resources	30 days postattack as requested	SEB	Par. 113, 114, Ex. 10
Food and Feed Processing and Storage Facilities	CEB-15 and 30 days postattack. SEB-20 and 35 days postattack.	CEB-SEB	Par. 113, 114, Ex. 11
Food and Feed Processing and Storage Facilities	CEB-60 and 90 days postattack. SEB-70 and 100 days postattack.	CEB-SEB	Par. 113, 114, Ex. 12
Agricultural Production and Nonfood Requisites	CEB-15 days post-attack. SEB-20 days post-attack.	CEB-SEB	Par. 113, 114, Ex. 13
CEB Agricultural Production and Nonfood Requisites	30 and 60 days postattack	CEB	Par. 113, 114, Ex. 14
SEB Agricultural Production and Nonfood Requisites	40 and 70 days postattack	SEB	Par. 113, 114, Ex. 15

## ABBREVIATIONS AND TERMS

Approved Abbreviation	Term
AMS	Agricultural Marketing Service (USDA)
APHIS	Animal and Plant Health Inspection Service (USDA)
AR	Administrative Regulations (USDA)
ARS	Advanced Records System (teletype)
ARS	Agricultural Research Service (USDA)
AS	Administrative Services (ASCS)
ASC	Agricultural Stabilization and Conservation

## ABBREVIATIONS AND TERMS

Approved Abbreviation	Term
ASCS	Agricultural Stabilization and Conservation Service (USDA)
CAP	Cropland Adjustment Program (ASCS)
CCC	Commodity Credit Corporation (USDA)
CD	Civil Defense
CEB	County Emergency Board (USDA)
CED	County Executive Director (ASCS)
CES	Cooperative Extension Service
DAP	Deputy Administrator, Programs (ASCS)
DCPA	Defense Civil Preparedness Agency (DOD)
DHEW	Department of Health, Education, and Welfare
DHUD	Department of Housing and Urban Development
DOD	Department of Defense
DSFO	Data Systems Field Office (ASCS)
DV	District Veterinarian (APHIS)
EADDO	Emergency Animal Disease Eradication Organization (APHIS)
ECM	Emergency Conservation Measures
ECO	Emergency County Office (for CEB)
EOC	Emergency Operating Center (Civil Defense)
EOH	Emergency Operations Handbook-State and County (USDA)
EP	Emergency Preparedness Division (ASCS)
ER Memoranda	Emergency Records Memoranda
ERS	Economic Research Service (USDA)
ES	Extension Service (Federal)
ESO	Emergency State Office (for SEB)
FCIC	Federal Crop Insurance Corporation (USDA)
FDA	Federal Disaster Assistance Administration (DHUD)
FmHA	Farmers Home Administration (USDA)
FNS	Food and Nutrition Service (USDA)
FPA	Federal Preparedness Agency of the General Services Administration (GSA) (formerly Office of Preparedness)
FS	Forest Service (USDA)
FTS	Federal Telecommunications System
NOAA	National Oceanic and Atmospheric Administration (Department of Commerce)
OIA	Office of Intergovernmental Affairs (USDA)
PL	Public Law
PPQ	Plant Protection and Quarantine Program (APHIS)
RACES	Radio Amateur Civil Emergency Systems
RDS	Rural Development Service (USDA)
REA	Rural Electrification Administration (USDA)
SCS	Soil Conservation Service (USDA)

## ABBREVIATIONS AND TERMS

Approved Abbreviation	Term
SEB	State Emergency Board (USDA)
SED	State Executive Director (ASCS)
SRS	Statistical Reporting Service (USDA)
USDA	United States Department of Agriculture
U. S.	United States
VS	Veterinary Services (APHIS)

## NUMBERED AGENCY HANDBOOKS AND INSTRUCTIONS

## ASCS Handbooks

1-DP	Defense Programs and Services
7-AS	Field Communications
8-AS	Procurement, Personal Property, and Real Property Management
23-AS	County Procurement and Property Management

## FmHA Instructions

440.4	Defense Emergency Loan Policies and Authorizations
441.2	Emergency Loan Policies, Procedures, and Authorizations

## DEFINITIONS

## AQUACULTURE

Husbandry of aquatic organisms under a controlled or selected environment.

## BIOLOGICAL WARFARE

Warfare involving the use of living organisms, especially disease germs, and toxic substances produced by them, against men, animals, and plants.

## CHEMICAL WARFARE

Warfare in which chemicals other than explosives are used.

## WASHINGTON

USDA national headquarters, wherever located.

STANDARD DISTRIBUTION PATTERN FOR EMERGENCY  
GUIDANCE MATERIAL FROM WASHINGTON

## 1 STATE LEVEL

A A copy to each of the following officials:

- 1 SEB members.
- 2 State civil defense director (and natural disaster coordinator, if different).
- 3 State commissioner of agriculture.
- 4 Representative of the National Marine Fishery Service of the Department of Commerce (if in your State).
- 5 Supervisory personnel at the State level including ASCS, CES, and FmHA district directors, and SCS area conservationists.

B A copy for emergency records file at the ESO and at the supplemental ESO (State ASCS office).

C A few additional copies for use as needed.

## 2 COUNTY LEVEL

A Generally, the SEB chairman receives sufficient copies to provide an average of 5 copies for each county (1) when the subject matter requires distribution at the county level, and (2) when this quantity is available. This permits coverage of CEB members and a copy for emergency records. The SEB chairman will see that this distribution is made to the CEB's and will provide his own transmittal memorandum with appropriate guidance, as necessary.

B There may not always be enough copies available from the Washington office to permit standard distribution to the county level. In such instances the SEB chairman will follow Washington instructions concerning reproduction of sufficient copies for distribution to CEB's.

3 FROM WASHINGTON TO STATES (STANDARD DISTRIBUTION  
PATTERN)

	<u>No. of Copies</u>		<u>No. of Copies</u>		<u>No. of Copies</u>
Alabama	55	Louisiana	45	Ohio	55
Alaska	25	Maine	30	Oklahoma	65
Arizona	30	Maryland	25	Oregon	40
Arkansas	55	Massachusetts	25	Pennsylvania	55
California	55	Michigan	55	Puerto Rico	30
Colorado	45	Minnesota	55	Rhode Island	20
Connecticut	25	Mississippi	55	South Carolina	40
Delaware	20	Missouri	55	South Dakota	45
Florida	65	Montana	45	Tennessee	60
Georgia	80	Nebraska	55	Texas	120
Hawaii	25	Nevada	25	Utah	40
Idaho	40	New Hampshire	25	Vermont	25
Illinois	55	New Jersey	25	Virginia	85
Indiana	55	New Mexico	35	Washington	45
Iowa	55	New York	50	West Virginia	45
Kansas	55	North Carolina	65	Wisconsin	50
Kentucky	57	North Dakota	45	Wyoming	<u>35</u>
TOTAL				2,367	



EOH

EMERGENCY RECORDS SYSTEM FOR  
USDA STATE AND COUNTY EMERGENCY BOARDS

- NOTE: 1. Emergency records are filed according to the filing code shown in the left column.
2. Note two columns at the right entitled CEB and SEB. An "x" mark under CEB means that the CEB emergency records files should contain a file folder or divider for the records listed on that line. This system also applies to SEB emergency records files.

EMERGENCY RECORDS				
Filing Code	AO- ADMINISTRATION - ORGANIZATION	CEB	SEB	
AO 1	<u>Defense Responsibilities of USDA</u> . . . . .	x	x	
1-1	USDA IAR, Chapter 4 . . . . .	x	x	
1-2	Executive Orders . . . . .	x	x	
AO 2	<u>Emergency Operations Handbooks</u> . . . . .	x	x	
2-1	USDA Emergency Operations Handbook . . . . .	x	x	
AO 3	<u>Authorities (includes Delegations)</u> . . . . .	x	x	
3-1	USDA Emergency Delegations . . . . .	x	x	
3-2	Secretary's Provisional Line of Succession . . . . .	x	x	
AO 5	<u>Directory of USDA Emergency Personnel</u> . . . . .		x	
PP- PROGRAM PLANS				
PP 1	<u>National Plan for Emergency Preparedness</u> . . . . .	x	x	
PP 2	<u>Federal Civil Defense Guide</u> superseded by Civil Preparedness Guide publications. (SEB and CEB have selected issues only) . . . . .	x	x	
PP 3	<u>State and Local Government Emergency Plans</u> . . . . .			
3-1	Emergency Resources Management Plan . . . . .	x	x	
3-2	Operating Plans . . . . .	x	x	
3-3	Survival Plans . . . . .	x	x	
PP 4	<u>Memorandums of Understanding and Agreements</u> . . . . . (With other Government agencies and outside groups)	x	x	
4-1	Memorandum of Understanding with State Government on Postattack Distribution of Food' . . . . .	x	x	
4-2	Policy Guidelines Governing US-Canadian Cross-Border Movement of Food in an Emergency (only for States and counties bordering Canada) . . . . .	x	x	
4-3	Memorandum of Understanding of General War Food Inspection Between USDA and DHEW . . . . .	x	x	
4-4	Memorandum of Understanding Between the Department of Commerce and the Department of Agriculture . . . . .	x	x	
PP 5	<u>Liaison with State and Local Governments, Civil Defense Officials, other Federal Agencies, and Industry</u> . . . . .	x	x	
5-1	Procedures for Maintaining Liaison . . . . .	x	x	
5-2	Lists of Key Personnel . . . . .	x	x	
SS 1	SS- SPECIAL SERVICES			
SS 1	<u>Emergency Board Staffing</u> . . . . . (Include members, emergency support personnel, line of succession)	x	x	
1-1	USDA County Emergency Board . . . . .	x	x	
	USDA State Emergency Board . . . . .	x	x	
SS 2	<u>Emergency Operating Site</u> . . . . .	x	x	
2-1	Space-Equipment-Supplies . . . . .	x	x	
2-2	Survival Items . . . . .	x	x	

Filing Code	SS- SPECIAL SERVICES	CEB	SEB
SS 3	<u>Activation of Emergency Site</u> . . . . .	X	X
3-1	Procedures for Alerting Personnel and Activation of Site . . . . .	X	X
SS 4	<u>Emergency Communications</u> . . . . .	X	X
SS 5	<u>Emergency Records Inventories</u> . . . . .	X	X
SS 6	<u>Administrative Staff Services</u> . . . . .	X	X
SS 7	<u>Damage Assessment</u> . . . . .	X	X
7-1	Information on Nature and Scope of Attack (NUDET Reports; Weather data and other essential input data) . . . . .		X
7-2	Reference Materials . . . . .	X	X
7-3	Working Tools (maps, overlays and related materials) . . . . .	X	X
7-4	Damage Assessment and Resource Evaluation Procedures . . . . .	X	X
7-5	Resource Data (See also food and feed facility listings; agricultural statistics; census data; etc.) . . . . .	X	X
SS 9	<u>Postattack Reports</u> . . . . .	X	X
9-1	Nature and Scope of Attack . . . . .	X	X
9-1-2	Biological and Chemical Agents . . . . .	X	X
9-1-3	Rural Fire Situation . . . . .	X	X
9-2	Administrative Capability . . . . .	X	X
9-3	Food and Feed Processing and Storage Facilities . . . . .	X	X
9-5	Agricultural Production and Nonfood Requisites . . . . .	X	X
9-6	Timber Resources . . . . .		X
SS 10	<u>Nonfood Requisites (Obtaining and Conserving)</u>		
10-1	Fuels . . . . .	X	X
10-2	Containers and Packaging Materials . . . . .	X	X
10-3	Food Processing Equipment . . . . .	X	X
10-4	Water . . . . .	X	X
10-5	Pesticides . . . . .	X	X
10-6	Agricultural Chemicals (except fertilizers and pesticides) . . . . .	X	X
10-7	Electric Power and Equipment . . . . .	X	X
10-8	Manpower . . . . .	X	X
SS 11	<u>Facility Management</u>		
11-1	New Construction . . . . .	X	X
11-2	Maintenance, Repair and Operation . . . . .	X	X
11-3	Building and Construction Materials . . . . .	X	X
<hr/>			
	ASCS- AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE		
ASCS 1	<u>Administration</u> . . . . .	X	X
1-1	Defense Food Orders . . . . .	X	X
1-2	Directories, Specialized Personnel Lists . . . . .	X	X
ASCS 2	<u>Food and Feed Facility Listings</u> . . . . .	X	X
ASCS 3	<u>Undeliverable Shipments</u> (Food, feed, seed, raw grains, peanuts, fertilizers, farm equipment) . . . . .	X	X
ASCS 4	<u>Financial Programs</u> . . . . .	X	X
ASCS 7	<u>Agricultural Production</u> (Includes commodity program data and guidance on acreage, production, price support, incentive payment and other information as required.) . . . . .	X	X
ASCS 8	<u>Seed</u> . . . . .	X	X
ASCS 9	<u>Livestock Feed</u> . . . . .	X	X

Filing Code	ASCS- AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE	CEB	SEB
ASCS 10	<u>Fertilizer</u> . . . . .	X	X
ASCS 11	<u>Farm Equipment and Repair Parts</u> . . . . .	X	X
ASCS 12	<u>Grain Storage and Distribution</u> . . . . .	X	X
12-1	Inventory Data . . . . .		X
12-2	CCC Stocks Sales Lists . . . . .		X
ASCS 13	<u>Peanut Storage and Distribution</u> . . . . .	X	X
ASCS 14	<u>Donation of CCC-owned Stocks</u> . . . . .	X	X
ASCS 18	<u>Food Processing, Storage, and Distribution</u>		
18-1	Food Supply and Requirements Data . . . . .		X
18-1-1	Food Consumption Data . . . . .		X
18-2	Facility Vulnerability Studies . . . . .	X	X
18-3	Military Claimancy for Food (States and counties with military installations)	X	X
18-4	Relations with Food Industry . . . . .		X
18-5	Salvage of Food . . . . .		X
18-10	Food Processing . . . . .	X	X
18-15	Food Storage . . . . .	X	X
18-20	Food Distribution . . . . .	X	X
18-21	State or Local Government Plans for Retail Distribution including Food Rationing . . . . .		X
<hr/>			
	APHIS- Animal and Plant Health Inspection Service		
APHIS 1	<u>Livestock Protection</u> . . . . .	X	X
1-1	Animal Disease Control and Eradication . . . . .	X	X
1-2	Veterinary Biologics . . . . .	X	X
APHIS 2	<u>Meat and Poultry Inspection</u> . . . . .	X	X
APHIS 3	<u>Plant Protection, Quarantine and Port Inspection</u> . . . . .	X	X
3-1	Plant Protection Programs . . . . .	X	X
3-2	Port Inspection (Air, Land, and Sea) . . . . .	X	X
APHIS 5	<u>APHIS Delegations and Assignments</u> . . . . .	X	X
5-1	Authorities for APHIS Actions . . . . .	X	X
APHIS 6	<u>Specialized Personnel Lists</u> . . . . .	X	X
<hr/>			
	CES- COOPERATIVE EXTENSION SERVICE		
CES 1	<u>Information and Education Programs to Support Defense Responsibilities of USDA</u> . . . . .	X	X
1-1	Liaison with USDA Agencies . . . . .		X
1-2	Guidance and Information to Farmers, Food Processors, Distributors, and the Public . . . . .	X	X
CES 2	<u>CES Delegations - Assignments</u> . . . . .	X	X
CES 3	<u>Specialized Personnel Lists</u> . . . . .	X	X

EOH

Filing Code	FmHA- FARMERS HOME ADMINISTRATION	CEB	SEB
FmHA 1	<u>Basic Data including FmHA Defense Emergency Instructions</u> . . . . .	x	x
FmHA 2	<u>FmHA State Defense Instructions</u> . . . . .	x	x
FmHA 3	<u>FmHA Delegations and Assignments</u> . . . . .	x	x
FmHA 4	<u>Defense Emergency Loans</u> . . . . .	x	x
FmHA 5	<u>Technical Assistance on Financing</u> . . . . .	x	x
FS- FOREST SERVICE			
FS 1	<u>Rural Fire Defense</u> . . . . .	x	x
1-1	Federal Civil Defense Guide, Part E, Chapter 10, Fire . . . . .		x
1-2	Basic Data including Data on Firespread . . . . .		x
1-3	Policy - Recommendations - Actions (Includes regional fire plan covering State in question, State plans, contact points.) . . . . .		x
FS 2	<u>Timber Production</u> . . . . .	x	x
2-1	Timber Production and Availability . . . . .		x
2-2	See PP 4-4 for Memorandum of Understanding Between USDA and the Department of Commerce . . . . .	x	x
FS 3	<u>FS Delegations - Assignments</u> . . . . .	x	x
FS 4	<u>Specialized Personnel Lists</u> . . . . .	x	x
FS 5	<u>Other Emergency FS Functions</u> . . . . .	x	x
SCS- SOIL CONSERVATION SERVICE			
SCS 1	<u>Basic Data Needed to Support Agricultural Production</u> . . . . .	x	x
SCS 2	<u>Policy - Recommendations - Actions</u> . . . . .	x	x
SCS 3	<u>SCS Delegations - Assignments</u> . . . . .	x	x
SCS 4	<u>Specialized Personnel Lists</u> . . . . .	x	x
SRS- STATISTICAL REPORTING SERVICE			
SRS 1	<u>Agricultural statistics to support USDA emergency programs</u> . . . . .	x	x
REFERENCE MATERIAL			

May include such information as:

Census data  
Readiness Exercise and Emergency Board Reports which contain information useful in an emergency  
Natural disaster information useful in a defense emergency  
Radiological monitoring background and guidance

NATURAL DISASTER 24-HOUR REPORT



NATURAL DISASTER 24-HOUR REPORT 1/

## 1 CEB

A Report the following by telephone to the SEB chairman, adapting SAMPLE FORMAT on page 3 of Exhibit 4.

- 1 County affected.
- 2 Area in county affected.
- 3 Date and time of disaster.
- 4 Type and description of disaster.
- 5 Briefly describe any USDA action taken.
- 6 Indicate USDA assistance required:
  - a Food coupons
  - b Fire control
  - c Emergency credit
  - d Livestock feed
  - e Emergency conservation measures
  - f Other
- 7 Estimated number livestock lost:
  - a Cattle
  - b Hogs
  - c Sheep
  - d Poultry
- 8 Estimated crop losses.
  - a Acres of farmland affected
  - b List of crops affected and estimated acres and percent of yield losses of each crop (if feasible).
- 9 Estimated number and dollar losses to farm facilities (best estimate possible).
  - a Farm dwellings
  - b Farm buildings
  - c Farm machinery and equipment
  - d Land damages (dollar only)
- 10 Other farm losses including feed, farm supplies, household goods, and personal possessions (quantity).

## 2 SEB

- A Have telephoned 24-hour report from county typed promptly (see page 3 of Exhibit 4). Identify it as telephoned report and:
- 1 Send the report promptly by telephone or wire to the ASCS regional director, ATTENTION: Emergency Preparedness Division, with copies to:
    - a Governor's emergency coordinator and the State department of agriculture.
    - b SEB members.
    - c National Weather Service, NOAA State representative. (See Exhibit 17.)
  - 2 If telephoned, promptly follow with documentation.
- B Upon receipt of confirmed 24-hour report from county:
- 1 Promptly review it for any significant difference in content from telephoned report.
  - 2 If it does not differ significantly from telephoned report, file it.
  - 3 If it varies significantly from telephoned report:
    - a Edit as necessary: Identify as confirmed report.
    - b Distribute in accordance with subparagraph A 1. EXCEPTION: Mail copy to ASCS regional director.

1/A situation is significant enough to report if it is decided that the damage or probable damage may be sufficient to require USDA emergency program assistance (e.g., probable need for programs identified in items 23, 24, and 25 of Exhibit 5).

## SAMPLE FORMAT

CEB and SEB chairmen shall use this format (adapted as necessary) in submitting Natural Disaster 24-Hour Report.

FM: NEBR

TO: Regional Director, ATTENTION: EP Division

## USDA NATURAL DISASTER 24-HOUR REPORT

- 1 Nebraska
- 2 Burt County
- 3 3/5/75 10:30 A.M. CST
- 4 Tornado - path 2 miles wide, 20 miles long, northeast from Oakland
- 5 None
- 6 Food coupons - No  
Fire control - No  
Credit - Yes  
Livestock feed - No  
ECM - Yes
- 7 Cattle - 3,000  
Hogs - 3,500  
Sheep - None  
Poultry - 10,000
- 8 a 24,000 acres  
b Winter wheat - 10,000 acres - about 60%
- 9 a 80 farm homes (around \$250,000)  
b 250 farm buildings (around \$600,000)  
c 70 tractors, 25 corn pickers, 20 trucks, 25 combines, 5 windmills  
d Not estimated
- 10 150 tons of livestock feed  
200 tons hay  
100 tons fertilizer  
40 sets of home furnishings, etc.

Signature of Sender (Sindt, State Emergency Board Chairman)



NATURAL DISASTER DAMAGE ASSESSMENT REPORT

## NATURAL DISASTER DAMAGE ASSESSMENT REPORT

## 1 CEB

- A When requested by the SEB chairman, prepare report within time specified by SEB chairman. Consult with other board members and indicate CEB concurrence in report.
- B Reproduce form for Damage Assessment Report locally as needed.
- C Use term "farm" or "farmers" to cover farms, ranches, farmers, ranchers, or aquaculture operations.
- D Report losses to aquaculture operations separately, completing only items 1 through 9 and other applicable items of the form.
- E Complete specific items as follows:
- 1 Item 3. Enter:
    - a Total number of farmers in county.
    - b Number of farmers who sustained losses as a result of natural disaster, based on a general survey including discussions with knowledgeable persons.
  - 2 Item 4.
    - a Indicate:
      - (1) Type of natural disaster. EXAMPLES: Drought, flood, windstorm, excessive rainfall, hailstorm, blizzard, early freeze or frost, hurricane, or tornado. If a major ANIMAL OR POULTRY DISEASE outbreak occurs immediately following a natural disaster, state how abnormal weather may have contributed to spread of disease to epidemic stages.
      - (2) Actual date or dates on which natural disaster occurred. Enter for use in establishing incident period.  
EXAMPLES:  
Hailstorm - August 15, 1975  
Drought - May 1 through July 15, 1975
    - b Where only part of county is involved. Attach map delineating area affected.
  - 3 Items 5 through 9. List all principal commercial crops, including pastures and timber in the order of their importance to the country's agricultural economy.
  - 4 Items 5 through 14.
    - a Crops and Livestock. Use price information furnished by the SEB chairman in estimating dollar losses of crops (including pastures and timber) and livestock.
    - b Aquaculture Operations. Use information furnished by the SEB chairman in estimating unit and dollar losses of aquaculture operations.
  - 5 Items 15 through 20. Use the value of farm buildings and equipment as determined by the CEB in estimating dollar losses.
  - 6 Item 21. Include damage and losses to farmland, fences, timberland, drainage outlets, irrigation systems, etc.
- F Submit written report to SEB chairman with copies to:
- 1 Appropriate county government representatives.
  - 2 CEB members.

## 2 SEB

- A Edit each county report as necessary in cooperation with FmHA, SRS, and other board members as appropriate and indicate SEB concurrence.
- B Send each report by mail within two work days after receiving report for CEB to ASCS Regional Director, ATTENTION: Emergency Preparedness Division with copies to:
- 1 Governor's emergency coordinator and State department of agriculture.
  - 2 SEB members.
  - 3 FDAA regional director upon request.
  - 4 National Weather Service, NOAA State representative. (See Exhibit 17.)



## NATURAL DISASTER DAMAGE ASSESSMENT REPORT

## 4. BRIEF DESCRIPTION AND DATE OF DISASTER(S)

1. STATE	2. COUNTY	3. Number of Farmers	IN COUNTY	AFFECTED
----------	-----------	----------------------	-----------	----------

CROPS (Including Timber)	ACRES GROWING IN COUNTY	ACRES DAMAGED	NORMAL YIELD (Bbls, Tons)	YIELD LOSS (Percent)	LOSS (Dollar)	LIVESTOCK AND POULTRY	NUMBER LOST	NUMBER STRANDED	LOSS (Dollar)
5.						10. Cattle			
6.						11. Sheep			
7.						12. Hogs			
8.						13. Poultry			
9.						14. Other			
FARM BUILDINGS AND EQUIPMENT						OTHER DAMAGE OR LOSSES			
15. Homes						21. To Cropland			
16. Mobile Homes						22. Other (Feed, farm supplies, household goods and personal possessions) List in remarks.			
17. Service Buildings						AGENCY PROGRAMS AFFECTED			
18. Machinery & Equipment						23. FmHA Loans Total estimated loans			
19.						24. SCS Section 216 funds needed			
20.						25. ASCS Estimated disaster payments			
26. CONCURRENCE	Yes	NUMBER	Yes	NUMBER	Yes	NUMBER	Yes	NUMBER	Yes
27. County's gross farm income last year									
28. REMARKS									

CHAIRMAN, CEB (Signature)

DATE

CHAIRMAN, SEB (Signature)

DATE



CEB ADMINISTRATIVE CAPABILITY REPORT

## PREPARATION AND DISTRIBUTION

## 1 PREPARATION

A Reproduce report form as needed.

B Prepare initial report as soon as possible postattack and weekly thereafter until deficiencies have been corrected.

## 2 DISTRIBUTION

As prescribed in paragraph 114.

## CEB ADMINISTRATIVE CAPABILITY REPORT

County \_\_\_\_\_

- 1 Are all CEB members or their designated successors available? Yes ☐ No ☐

If not, complete A and B.

A How many are available? \_\_\_\_\_ Which agencies? \_\_\_\_\_

B When is full CEB (or successors) expected to be available? \_\_\_\_\_

- 2 Is support staff available? Yes ☐ No ☐

If not, how soon will it be available? \_\_\_\_\_

- 3 Are the agencies represented on the CEB functioning? Yes ☐ No ☐

If not, indicate:

A Which agencies are functioning. \_\_\_\_\_

B How soon other agencies are expected to begin functioning. \_\_\_\_\_

- 4 Is liaison with county civil defense intact? Yes ☐ No ☐

- 5 Are communications facilities operable? Yes ☐ No ☐

If not, when are facilities expected to be operable? \_\_\_\_\_

- 6 List any other major administrative problems of the CEB in performing its emergency functions.

- 7 Indicate address and telephone number of CEB office if different from thos indicated preattack.

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEB Chairman





SEB ADMINISTRATIVE CAPABILITY REPORT

## PREPARATION AND DISTRIBUTION

## 1 PREPARATION

- A Reproduce report form as needed.
- B Prepare initial report as soon as possible postattack and weekly thereafter until deficiencies have been corrected.
- C Utilize CEB Administrative Capability reports in completing item 8, Status of CEB's.

## 2 DISTRIBUTION

As prescribed in paragraph 114.

EOH

SEB ADMINISTRATIVE CAPABILITY REPORT

State \_\_\_\_\_

- 1 Are all SEB members or their designated successors available? Yes ☐ No ☐

If not, complete A and B.

A How many are available? \_\_\_\_\_ Which agencies? \_\_\_\_\_

B When is full SEB (or successors) expected to be available? \_\_\_\_\_

- 2 Is support staff available? Yes ☐ No ☐

If not, how soon will it be available? \_\_\_\_\_

- 3 Are the agencies represented on the SEB functioning? Yes ☐ No ☐

If not, complete A and B.

A Which agencies are functioning? \_\_\_\_\_

B How soon other agencies are expected to begin functioning? \_\_\_\_\_

- 4 Is liaison with State civil defense intact? Yes ☐ No ☐

- 5 Are communications facilities operable? Yes ☐ No ☐

If not, when are facilities expected to be operable? \_\_\_\_\_

- 6 List any other major administrative problems of the SEB in performing its functions.

- 7 Indicate address and telephone number of State emergency office if different from those indicated preattack.

- 8 Status of CEB's.

A Of \_\_\_\_\_ CEB's, \_\_\_\_\_ are available to carry out emergency functions.  
(Number) (Number)

B Within 10 days, \_\_\_\_\_ CEB's (not yet performing their emergency functions will be  
(Number)  
available to do so.

C List major problems of CEB's that cannot be resolved by SEB.

\_\_\_\_\_  
Date

\_\_\_\_\_  
SEB Chairman





BIOLOGICAL AND CHEMICAL AGENTS REPORT

(To be provided by APHIS when available.)



RURAL FIRE SITUATION REPORT  
(For use of CEB's and SEB's)

## PREPARATION AND DISTRIBUTION

## 1 CEB

A Preparation1 General Instructions

- a In counties having no FS representative on the CEB, the CEB chairman shall rely on the FS representative on the SEB to arrange for securing from State forestry personnel or other qualified persons data needed in preparing this report.
- b Duplicate copies of this report form as needed.
- c Submit completed report as soon as feasible postattack.
- d Continue reporting each 24-hour period thereafter until otherwise instructed or fires are out.

2 Completing Specific Items

- a Item 1. Give specific geographic location.
- b Item 2. Give best estimate available. Estimated acreage reported for items 2 C 1 and 2 C 2 should equal acreage reported in 2 C.
- c Items 3 and 4. Give best estimate available. Report number of rural dwellings and other rural buildings destroyed or damaged beyond continued use without major repair.
- d Items 5 thru 9. Be brief and specific. Use terms which clearly indicate adequacy or inadequacy of items. If needs cannot be met locally, specify quantity and time of need.
- e Item 10. Include general appraisal of fire situation, especially number and size of uncontrolled fires and estimated time of control. Include statement of problems not covered in items 1 through 9 which seriously hinder efforts to control rural fires.

B Distribution

As prescribed in paragraph 114.

## 2 SEB

A Preparation

## 1 The FS representative on the SEB shall:

- a Make advance arrangements for securing from State forestry personnel or other qualified persons data needed in preparing the CEB's rural fire report where there is no FS representative on the board.
- b Inform the CEB chairman of this arrangement through the SEB chairman.

## 2 The SEB shall:

- a Edit county reports as necessary.
- b Prepare a consolidated report.

B Distribution

As prescribed in paragraph 114.

RURAL FIRE SITUATION REPORT  
(For use of CEB's and SEB's)

State \_\_\_\_\_

County \_\_\_\_\_

1 Geographic location \_\_\_\_\_

2 A Number of fires burning \_\_\_\_\_

B Miles of burning perimeter \_\_\_\_\_

C Total acres burned \_\_\_\_\_

1 By resources

Acres

a Timber

b Pasture and range

c Farm crops

2 By ownership

Acres

a Federal

b State and local

c Private

D Number of fires since attack \_\_\_\_\_

3 Number of rural dwellings destroyed \_\_\_\_\_

4 Number of other rural buildings destroyed \_\_\_\_\_

5 Manpower situation \_\_\_\_\_

6 Equipment situation \_\_\_\_\_

7 Fire tool situation \_\_\_\_\_

8 Communication situation \_\_\_\_\_

9 Transportation situation \_\_\_\_\_

10 Remarks \_\_\_\_\_

\_\_\_\_\_  
Date\_\_\_\_\_  
CEB Chairman\_\_\_\_\_  
Date\_\_\_\_\_  
SEB Chairman





TIMBER RESOURCES REPORT  
(By SEB Only)

## PREPARATION AND DISTRIBUTION

## 1 PREPARATION

- A Not earlier than 30 days postattack.
- B Reproduce report form as needed.
- C By FS representative on SEB when called upon by the Department of Commerce in accordance with Memorandum of Understanding.

## 2 DISTRIBUTION

As prescribed in paragraph 114. EXCEPTION: Do not send copies to State government officials or to chairman, USDA regional emergency staff.

EOH

TIMBER RESOURCES REPORT  
(By SEB Only)

State: \_\_\_\_\_

Geographic Location: \_\_\_\_\_

1 Availability of Stumpage:

<u>Quantity</u>	<u>Species and Quality</u>	<u>Potential Use</u>
-----------------	----------------------------	----------------------

2 Supplies and Production of Raw Material Available for Defense Purposes:

	<u>Quantity</u>	<u>Unit</u>	<u>Quality</u>	<u>Accessibility</u>
Sawlogs				
Cordwood				
Poles				
Piling				
Bolts				

3 Availability of Processed Lumber and Other Forest Products for the Production of Survival Items:

<u>Quantity</u>	<u>Unit</u>	<u>Kind of Material</u>	<u>Species</u>	<u>Potential Use</u>
-----------------	-------------	-------------------------	----------------	----------------------

4 Damage Appraisal -- Plants and Logging Facilities:

<u>Plant or Operation</u>	<u>Current Condition, Needs, etc.</u>
---------------------------	---------------------------------------

5 Kinds of Labor, Equipment and Supplies Required to Meet Forest Industry Needs:

<u>Kind</u>	<u>Quantity</u>	<u>Appraisal</u> <sup>1/</sup>
-------------	-----------------	--------------------------------

\_\_\_\_\_  
Date

\_\_\_\_\_  
SEB Chairman

<sup>1/</sup> Availability, substitutional possibilities, etc.





FORMAT FOR 15 and 30 DAY CEB AND 20 and 35 DAY SEB  
POSTATTACK FOOD AND FEED PROCESSING AND  
STORAGE FACILITIES REPORT

EOH

PREPARATION AND DISTRIBUTION

1 CEB

A Preparation

- 1 Prepare reports 15 and 30 days postattack.
- 2 Reproduce report form as needed.
- 3 Procure from emergency records a copy of facility listings and interpretation of facility listings.
- 4 Use information in 3 as a guide in identifying those facilities in county shown in column 1.
- 5 Obtain data from:
  - a Facility operators, if possible.
  - b Local civil defense.
  - c State and local police networks.
  - d Radio and television.
  - e Direct observation.
- 6 Enter applicable data for all items. If any item is not applicable, write NA in column 4. Following are special instructions for entering data for certain facilities:
  - a Processing Facilities. The figure entered in columns 6 and 8 should be the percentage production capability at the time (D+15 or D+30) as compared to the preattack capability for all facilities. FOR EXAMPLE: Preattack, there were two dairy manufacturing plants (column 4, line c) with equal production capability. One is totally destroyed. The other is 10% incapacitated. The figure entered in column 6, line c, would be 45%.
  - b Warehouse Facilities. The capability of warehouses (lines h, i, and m) is measured by the degree to which they remain intact and operable. FOR EXAMPLE: Preattack, there were three grain warehouses in the county. The three warehouses handled 50%, 30%, and 20% of the grain in the county respectively. The latter warehouse is destroyed. The remaining two are unscathed. The figure entered in column 6, line m, would be 80%.
- 7 The report form identifies eleven selected food and feed categories of major importance. In lines j and k, show any additional categories of major importance in the county, such as sugar refineries. Enter data called for in other columns.
- 8 Enter in column 9 such additional information as may be of value to the SEB in determining postattack capability.

B Distribution

As prescribed in paragraph 114.

2 SEB

A Preparation

- 1 Prepare reports 20 and 35 days postattack.
- 2 Change format from county to State level.
- 3 Reproduce report form as needed.
- 4 Summarize and enter applicable data for all items. Base entries on county reports and other reliable information. Entries in columns 6 and 8 should be approximate weighted averages for the State, derived from county reports and the SEB's best judgment.

B Distribution

As prescribed in paragraph 114.

EOH

## FOOD AND FEED PROCESSING AND STORAGE FACILITIES REPORT

State \_\_\_\_\_

County \_\_\_\_\_

Date \_\_\_\_\_

FACILITY IDENTIFICATION			Number of Facilities in Operation Preattack	FACILITIES ON D+15		FACILITIES ON D+30		Remarks
SIC Code	Category Code	Industry Identifica- tion		Number in Operation	Capability as % of total preattack capability of all facilities in col. 4	Number in operation	Capability as % of total preattack capability of all facilities in col. 4	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2011 a.	LSN/LSS	Meat Packing Plants						
2016 b.	POP	Poultry Dressing Plants						
2020 c.	DAM	Dairy Manufac- turing Plants						
d. 2041	GPF	Flour Milling						
e. 2051	GPB	Bakeries						
f. 2099	MIY	Yeast Plants						
2079 g.	FOM	Fats and Oils						
4222 h.	WAC/WAS	Refrig- erated Ware- houses						
5141 i.	FDC/FDW	Non Refrig- erated Ware- houses						
5149	FDP							
j.								
k.								
l. 2048	GRF	Feed Mills						
m. 4221	GRE	Grain Storage						



FORMAT FOR 60 AND 90 DAY CEB AND 70 AND 100 DAY SEB  
POSTATTACK FOOD AND FEED PROCESSING AND STORAGE FACILITIES REPORT



PREPARATION AND DISTRIBUTION

1 CEB

A Preparation

- 1 Follow instructions for Exhibit 11 through 6 b. EXCEPTION: Preparation date.
- 2 The State ration level will indicate 65% if the USDA National Emergency Food Consumption Standard level is being followed.
- 3 The report identifies 25 selected food and feed categories of major importance. In lines "x" and "y" show any additional facilities of major importance in the county. Enter data called for in other columns.
- 4 Column 6, show capability of existing facilities postattack as percent of preattack capability of all facilities in column 4.
- 5 Columns 7 through 19, place an "X" in the applicable column. FOR EXAMPLE: There are three meat plants in operation postattack representing 60% of total preattack capability. One plant had damage to its cooler and is short of technical manpower. One is short of live animals, gas, and transportation. The other plant is short of water and transportation. Thus, you would place an "X" in columns 8, 9, 11, 13, 16, and 19.
- 6 Columns 20 and 21 are to reflect the situation by food groups in National Emergency Food Consumption Standard and feed for animals. Hence, an "X" should be placed just above the heavy line for each group which would reflect either over or short supply for that particular group in relation to human or animal needs.
- 7 Enter in column 22 such additional information as may be of value to the SEB in determining postattack capability.
- 8 Line "bb", total. Enter totals for each column where applicable. (Total facilities in columns 4 and 5. Total number of X's in columns 7 through 19.)

B Distribution

As prescribed in paragraph 114.

2 SEB

A Preparation

- 1 Prepare reports 70 and 100 days postattack.
- 2 Change format to State level.
- 3 Reproduce report form as needed.
- 4 Column 6 should be approximate weighted averages for the State, derived from county reports and the SEB's best judgment.
- 5 Columns 7 through 19, enter a total for each derived from the county reports. FOR EXAMPLE: Minnesota has 87 counties, in item "a" 16 counties had placed an "X" in column 7, 19 in column 8, 23 in column 9, etc.
- 6 Columns 20 and 21 should reflect the summary of the counties and the SEB's best judgment.
- 7 Line "bb" total. Enter totals where indicated.

B Distribution

As prescribed in paragraph 114.

## FOOD AND FEED PROCESSING AND STORAGE FACILITIES REPORT

STATE		COUNTY
DATE	STATE RATION LEVEL (Percent)	D+60 <input type="checkbox"/> D+90 <input type="checkbox"/> OTHER <input type="checkbox"/> (Specify)

FACILITY IDENTIFICATION			NO. OF FAC. IN OPER. PRE- ATTACK	NO. IN OPER. ON DATE OF THIS REPORT	% OF COL. 4 CAPABI- LITY AVAIL.	REASONS FOR REDUCED CAPABILITY													FOOD OR FEED SUPPLY IN RELATION TO NEEDS		REMARKS
SIC CODE	CATEGORY CODE	INDUSTRY				DAMAGE		SHORT OF ESSENTIAL REQUISITES										OVER (20)	SHORT (21)		
						PLANT (7)	STOR- AGE (8)	RAW MTE. (9)	EQUIP. REPAIR PARTS (10)	WATER (11)	ELEC. POWER (12)	GAS (13)	OIL (14)	COAL (15)	TRANS- PORTATION (16)	CON- TAINERS & PKG. (17)	MANPOWER (18)			TECH. (19)	
a) 2011	LSS/LSN	Meat Pkg.	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
b) 2013	LSP	Sausage																			
c) 2016	POP	Plty. Dress																			
d) 2017	POC	Plty. Proc.																			
e) 2017	POD	Egg Process																			
f) 5144	POH	Shell Egg																			
g) 2020	DAM	Milk																			
h) 2022	DAC	Cheese																			
i) 2041	GPF	Flour																			
j) 2043	GPA	Cereal																			
k) 2044	GPR	Rice																			
l) 4221	GRR	Rice Storage																			
m) 2051	GPB	Bakery																			
n) 2032/2033	FVC/FVA	Canned F&V																			
o) 2037	FUF	Frozen																			
p) 2099	MIY	Yeast																			
q) 2079	FOM	Edible Fats																			
r) 4221	PTS	Potatoes																			
s) 2061	SUC	Raw Cane																			
t) 2062	SUR	Cane Ref.																			
u) 2063	SUB	Beets																			
v) 4222	WAC/WAS	Refrigerated																			
w) 5141/5149	FDC/FDW/FDP	Non-Rfg.																			
x)																					
y)																					
z) 2048	GRF	Feed																			
aa) 4221	GRE	Grain Storage																			
bb) TOTAL																					

1 CEB

A

B

2 SEB

A

B

FORMAT FOR 15-DAY CEB AND 20-DAY SEB POSTATTACK REPORT ON  
AGRICULTURAL PRODUCTION AND NONFOOD REQUISITES

## PREPARATION AND DISTRIBUTION

## 1 PREPARATION

## A CEB

- 1 Reproduce report form as needed.
- 2 Prepare report 15 days postattack.
- 3 Write NA across any item which is not applicable.

## B SEB

- 1 Reproduce report form as needed changing format from county to State level.
- 2 Prepare report 20 days postattack.
- 3 Enter applicable data or other information for all four items. Base entries on county 15-day reports and other available information. SPECIAL INSTRUCTIONS:

a Item 1.

If percentage varies widely over State, give percentages for such areas. (EXAMPLE: State 80%. S.W. fourth 60%. N.E. fifth 95%.)

b Item 2.

Ask livestock and poultry specialists to assist with this item to extent feasible. Balance within-State surpluses and deficits as much as possible. Consider probable shipments into State under likely transportation situation.

## 2 DISTRIBUTION: As provided in paragraph 114.



State \_\_\_\_\_

County \_\_\_\_\_

FORMAT FOR 15-DAY CEB AND 20-DAY SEB POSTATTACK REPORT ON AGRICULTURAL  
PRODUCTION AND NONFOOD REQUISITES

1. Farm Operators. Estimate percentage of preattack farm operators in the county able to continue their production activities. \_\_\_\_\_%
2. Feed. Will enough feed be available to feed surviving livestock and poultry at minimum rates the 1/ next two weeks without SEB assistance? (See ASCS Handbook 1-DP. CEB consult with feed mills and dealers before answering.)

Yes ☐ No ☐

If "No," estimate minimum quantity of additional feed (not roughages) needed during this period for these kinds of livestock and poultry if in county:

	<u>Quantity Feed</u> Tons	:	<u>Quantity Feed</u> Tons
Broilers	_____	:	Dairy cattle _____
Layers	_____	:	Other cattle and calves _____
Turkeys	_____	:	Sheep and lambs _____
Hogs and pigs	_____	:	
Other animals (Specify kind) _____		:	

3. Fuel. Will minimum quantities of fuel be available during the next two weeks 1/ without SEB assistance, to continue essential programs for which USDA is responsible? (CEB consult with local government representative responsible for fuels before answering.)

Yes ☐ No ☐

If "No," how much additional fuel is needed for this period and why?

<u>Kind of Fuel</u>	<u>Quantity</u> (Gallons)	<u>Why is it needed? (Be specific)</u>
Gasoline	_____	_____
Diesel	_____	_____
L P. Gas	_____	_____
Other _____ (Specify kind)	_____	_____

4. Special Problems. List below (or on separate sheet and attach) any special problems which, without SEB assistance, will seriously hinder essential agricultural production, food and feed programs during the next two weeks. 1/

Date \_\_\_\_\_

Board Chairman \_\_\_\_\_

1/Change SEB report to "three weeks."



FORMAT FOR 30-DAY AND 60-DAY POSTATTACK CEB REPORT ON  
AGRICULTURAL PRODUCTION AND NONFOOD REQUISITES

## PREPARATION AND DISTRIBUTION

## 1 PREPARATION

- A Reproduce report form as needed.
- B Prepare report 30 days and 60 days after an attack on the U.S.  
Enter applicable data or information for all seven items.  
Write NA across any item which is not applicable. SPECIAL  
INSTRUCTIONS:
- ① Consult with ASC committeemen, public health and county  
CD officials, and other knowledgeable persons before  
estimating.
  - ② For broilers, enter percent surviving on 30-day report.  
On 60-day report, enter chicks placed current week as a  
percent of number placed during week before attack.
  - ③ Enter the difference between two previous columns.

State \_\_\_\_\_

County \_\_\_\_\_

FORMAT FOR 30-DAY AND 60-DAY POSTATTACK CEB REPORT ON AGRICULTURAL PRODUCTION  
AND NONFOOD REQUISITES(Check which) 30-Day ☐ 60-Day ☐

1. Farm Operators. Estimate percentage of preattack farm operators in the county able to continue their production activities. \_\_\_\_\_% **(1)**
2. Livestock and Poultry. Estimate percentage of the preattack livestock and poultry surviving in each of the following categories.

<u>Kind</u>	<u>Percentage surviving</u>
Milk cows and heifers.....	_____
Other cattle and calves.....	_____
Sheep and lambs.....	_____
Hogs, all classes and ages.....	_____
Broilers.....	<b>(2)</b>
Layers.....	_____
Turkeys.....	_____

3. Feed. Will enough feed be available, without SEB assistance, to feed the remaining livestock and poultry at normal rates the next 30 days? (See ASCS Handbook 1-DP. Consult with feed mills and dealers before answering.)

Yes ☐ No ☐

If "No," how much additional feed ingredients do feed mills (on county facility listing sheet) need during this period to manufacture feed (including feed supplements and premixes) for their customers wherever located?

<u>Kind of ingredient</u>	<u>Total Quantity needed next 30 days (Tons)</u>	<u>Quantity expected to be available next 30 days (Tons)</u>	<u>Additional quantity needed (Tons)</u>
All feed grains, including wheat used for feed	:	:	:
All protein meals	:	:	<b>(3)</b>
Premixes	:	:	:
Urea	:	:	:
Wheat mill and other mill byproducts	:	:	:
Minerals, except trace	:	:	:
Other, except drugs and vitamins (specify)	:	:	:

4. Crops. If, at the time of this report, any principal crops are ready for harvest, what percentage of the preattack acreage probably will be harvested and what is the probable yield per acre?

<u>Kinds of crops</u>	<u>Percent preattack acreage that probably will be harvested</u>	<u>Probable yield per acre</u>
_____	_____	_____
_____	_____	_____



- ④ Do not include administrative personnel needed by CEB or any USDA agency. (See Exhibit 6 report.)
- ⑤ For fertilizers, prepare and submit report in accordance with ASCS Handbook 1-DP.

For electric power, see instructions in Supplement on Electric Power in emergency records.

## 2 DISTRIBUTION

As provided in paragraph 114.

5. Manpower. If SEB assistance is needed to obtain manpower to continue essential programs for which USDA is responsible, indicate number and kind needed and why. (See Supplement on Civilian Manpower in emergency records.)

<u>Number needed</u>	<u>Kind of worker</u> (Occupational title)	<u>For what needed (Be specific)</u> (Activity, crop, or commodity)
④		

6. Fuel. Will minimum quantities of fuel be available during the next 30 days to continue essential programs for which USDA is responsible?

Yes ☐ No ☐

If "No," have needed quantities been estimated and reported in accordance with the Supplement on Fuels in the emergency records?

Yes ☐ No ☐

If "No," when will that report be submitted? \_\_\_\_\_ (Date)

7. Nonfood Requisites and Services. Is any essential program in the county for which USDA is responsible being seriously impeded by lack of fertilizers, pesticides, electric power, water, repair parts, containers, materials for maintenance and repair of structures, transportation, or any other nonfood requisite or service?

Yes ☐ No ☐

If "Yes," (a) identify the material or service (on separate sheet and attach), (b) estimate how much is needed and tell why, and (c) indicate the impact of the shortage (if not resolved) on the program(s).

⑤

Date \_\_\_\_\_

CEB Chairman \_\_\_\_\_



FORMAT FOR 40-DAY AND 70-DAY POSTATTACK SEB REPORT ON  
AGRICULTURAL PRODUCTION AND NONFOOD REQUISITES

## PREPARATION AND DISTRIBUTION

## 1 PREPARATION

- A Prepare not later than 40 days and 70 days after attack on U.S.
- B Enter applicable data or other information for all seven items. Write NA across any item which is not applicable. Base entries on county 30-day and 60-day reports and other available information, but do not wait for receipt of all county reports if this prevents meeting 40-day and 70-day deadlines.

Worksheets showing county names are necessary in preparing data for items 2 and 4 and can help on other items, such as item 3 in some States.

C Specific Instructions.

- ① If percentage varies widely by geographic areas over State, also give percentages for such areas. (EXAMPLE: State 85%. S.W. fourth 65%. N.E. fifth 95%.)
- ② On a worksheet, multiply percent figures for each kind of livestock or poultry for each county (item 2 of county report) by the latest SRS estimate of numbers for the county, or latest Census of Agriculture data if SRS estimate is not available. Total the number surviving for each county to make a State total. Enter this State total in the "Number Surviving" column of this report. (See ④ for special instructions on broilers.)
- ③ Divide State total of number surviving by State preattack total. Enter result in "Percent Surviving" column of this report.
- ④ For broilers, base 40-day report on percent surviving. Base 70-day report on chicks placed current week as a percent of number placed during week before attack. (See Exhibit 14 for instructions to CEB's.)
- ⑤ Enter the difference between two previous columns.



State \_\_\_\_\_

County \_\_\_\_\_

FORMAT FOR 40-DAY AND 70-DAY POSTATTACK SEB REPORT ON AGRICULTURAL  
PRODUCTION AND NONFOOD REQUISITES(Check which) 40-Day ☐ 70-Day ☐

1. Farm Operators. Estimate percentage of preattack farm operators in the State able to continue their production activities? \_\_\_\_\_% **(1)**
2. Livestock and Poultry. Estimate percentage and number of the preattack livestock and poultry surviving in each of the following categories. (Estimates to be by SRS representative if available.)

<u>Kind</u>	<u>Number surviving</u>	<u>Percent surviving</u>
Milk cows and heifers.....	<b>(2)</b>	<b>(3)</b>
Other cattle and calves.....		
Sheep and lambs.....		
Hogs, all classes and ages.....		
Broilers..... <b>(4)</b>		
Layers.....		
Turkeys.....		

3. Feed. Will enough feed be available, without assistance from regional or national headquarters, to feed the remaining livestock and poultry at normal rates the next 30 days (after date of this report)?

Yes ☐ No ☐

If "No," how much additional feed ingredients do feed mills (on State food facility listing sheet) need during this period to manufacture feed (including feed supplements and premixes) for their customers wherever located? (Use specialists on pasture, livestock, dairy and poultry production to assist if feasible.)

Kind of ingredient	Total Quantity : needed next 30 days	Quantity expected : to be available next 30 days	Additional : quantity needed	Main areas : of State where needed
All feed grains, including wheat used for feed	(Tons)	(Tons)	(Tons)	
			<b>(5)</b>	
All protein meals				
Premixes				
Urea				
Wheat mill and other mill byproducts				
Minerals, except trace				
Other, except drugs and vitamins (specify):				

- ⑥ On a worksheet, multiply each county percentage figure for a crop (item 4, second column of county report) by the latest SRS county acreage estimate for the crop or latest Census of Agriculture data if SRS estimate is not available. Add county results for State total. Enter this State total in "Acreage that can be harvested" column of this report.
- ⑦ In computing production for counties NOT having damage, use current SRS estimates of county yield-per-acre on the worksheet instead of data from item 4, column 3, of the county report. For counties HAVING damage, compare county yield-per-acre figures (item 4, column 3 of county report) with CURRENT and average county yield-per-acre data (from SRS and Census of Agriculture) to assure reasonableness of estimate. If yield in item 4, column 3 of county report is higher, use current SRS estimate. If it is lower, use it unless there is good reason for adjusting it.  
  
Then multiply yield-per-acre for each county by remaining acreage that can be harvested in the county. Add county production data for State total. Enter this State total in "Production" column of this report. Be sure to specify unit of production.
- ⑧ Divide total in "Production" column of this item by total in "Acreage that can be harvested" column of this item to obtain yield-per-acre. Enter it in "Yield per acre" column.
- ⑨ Do not include administrative personnel needed by USDA boards or any USDA agency. (See Exhibit 7 report.)
- ⑩ For fertilizers, prepare and submit report in accordance with ASCS Handbook 1-DP.

For electric power, see instructions in Supplement on Electric Power in emergency records.

## 2 DISTRIBUTION

As provided in paragraph 114.

4. Crops. If, at the time of this report, any principal crops are ready for harvest, estimate the acreage that probably will be harvested, the probable yield per acre and total production. (Estimates to be by SRS representative if available.)

Kind of crops	Acreage that probably will be harvested	Production (Specify unit: Tons, bushels, etc.)	Yield per acre
	⑥	⑦	⑧
_____	_____	_____	_____
_____	_____	_____	_____

5. Manpower. If assistance from regional or national headquarters is needed to obtain manpower to continue essential programs for which USDA is responsible, indicate number and kind needed and why. (See Supplement on Civilian Manpower in emergency records.)

Number needed	Kind of worker (Occupational title)	For what needed (Be specific) (Activity, crop or commodity)
⑨	_____	_____
_____	_____	_____
_____	_____	_____

6. Fuel. Will minimum quantities of fuel be available during the next 30 days (after date of this report), without assistance from regional or national headquarters, to continue essential programs for which USDA is responsible? (Consult with State government representatives responsible for fuels before answering.)

Yes ☐ No ☐

If "No," enclose report of (a) total needed quantities estimated in accordance with the Supplement on Fuels in the emergency records and (b) approximate percentage of these quantities expected to be available without assistance.

7. Nonfood Requisites and Services. Is any essential program in the State for which USDA is responsible being seriously impeded by lack of fertilizers, pesticides, electric power, water, repair parts, containers, materials for maintenance and repair of structures, transportation, or other nonfood requisite or service?

Yes ☐ No ☐

If "Yes," (a) identify the material or service below (or on separate sheet and attach), (b) estimate how much is needed and tell why, and (c) indicate the impact of the shortage (if not resolved) on the program(s). ⑩

Were estimates for items 2 and 4 made by SRS? Yes ☐ No ☐

Date \_\_\_\_\_

Board Chairman \_\_\_\_\_



EMERGENCY MAILING ADDRESSES FOR CHAIRMEN OF THE TEN  
USDA REGIONAL EMERGENCY STAFFS

<u>States in Each FPA/GSA Region</u>		<u>Address</u>
CT, ME, MA, NH, (1) RI, VT		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Old Marlboro Road Maynard, Massachusetts 01754
NJ, NY, PR-VI (2)		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Old Marlboro Road Maynard, Massachusetts 01754
DE, MD, PA, VA, (3) WV		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Olney, Maryland 20832
AL, FL, GA, KY, (4) MS, NC, SC, TN		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Thomasville, Georgia 31792
IL, IN, MI, MN, (5) OH, WI		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Battle Creek, Michigan 49016
AR, LA, NM, OK, (6) TX		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Denton, Texas 76201
IA, KS, MO, NE (7)		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Denton, Texas 76201
CO, MT, ND, SD, (8) UT, WY		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Building 710 Denver Federal Center Denver, Colorado 80225
AZ, CA, HI, NV (9)		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Post Office Box 7287 Santa Rosa, California 95401
AK, ID, OR, WA (10)		Chairman, USDA Regional Emergency Staff c/o Regional Director, DCPA Bothell, Washington 98011





NATIONAL WEATHER SERVICE ADDRESSES FOR  
SEB NATURAL DISASTER REPORTS

SEB	Send to Meteorologist in Charge:
Alabama	NWS Forecast Office 11 Oxmoor Road Birmingham, Alabama 35209
Alaska	NWS Forecast Office 632 Sixth Avenue Anchorage, Alaska 99501
Arizona	NWS Forecast Office 2800 Sky Harbor Blvd., Room 135 Phoenix, Arizona 85034
Arkansas	NWS Forecast Office Adams Field Little Rock, Arkansas 72202
California	NWS Forecast Office 660 Price Avenue Redwood City, California 94063
Colorado	NWS Forecast Office 2520 Galena Street Aurora, Colorado 80010
Connecticut	NWS Forecast Office East Boston, Massachusetts 02128
Deleware	NWS Forecast Office World Weather Building, Room 302 Washington, D. C. 20233
Florida	National Hurricane Center P. O. Box 8286 Coral Gables, Florida 33124
Georgia	NWS Forecast Office Atlanta Airport Atlanta, Georgia 30320
Hawaii	NWS Forecast Office International Airport P. O. Box 9428 Honolulu, Hawaii 96820

SEB	Send to Meteorologist in Charge:
Idaho	NWS Forecast Office 3905 Vista Avenue Boise, Idaho 83705
Illinois	NWS Forecast Office Building C, Sixth Floor 1819 West Pershing Road Chicago, Illinois 60609
Indiana	NWS Forecast Office Weir Cook Municipal Airport Indianapolis, Indiana 46241
Iowa	NWS Forecast Office Municipal Airport Des Moines, Iowa 50321
Kansas	NWS Forecast Office Municipal Airport Topeka, Kansas 66616
Kentucky	NWS Forecast Office Box 21256 Standiford Station Louisville, Kentucky 40221
Louisiana	NWS Forecast Office 701 Loyola Avenue New Orleans, Louisiana 70113
Maine	NWS Forecast Office Federal Building P. O. Box 3563 Portland, Maine 04104
Maryland	NWS Forecast Office World Weather Building, Room 302 Washington, D. C. 20233
Massachusetts	NWS Forecast Office East Boston, Massachusetts 02128
Michigan	NWS Forecast Office Metropolitan Airport, Building 348 Detroit, Michigan 48242
Minnesota	NWS Forecast Office Federal Aviation Building 6301 34th Avenue South Minneapolis, Minnesota 55450

SEB	Send to Meteorologist in Charge:
Mississippi	NWS Forecast Office Municipal Airport Allen C. Thompson Field P. O. Box 5779 Jackson, Mississippi 39208
Missouri	NWS Forecast Office Lambert Field Hazelwood, Missouri 63043
Montana	NWS Forecast Office 5010 Ninth Avenue, South Great Falls, Montana 59405
Nebraska	NWS Forecast Office 11404 North 72nd Street Omaha, Nebraska 68122
Nevada	NWS Forecast Office Reno Municipal Airport 2601 East Plumb Lane Reno, Nevada 89502
New Hampshire	NWS Forecast Office Federal Building P. O. Box 3563 Portland, Maine 04104
New Jersey	NWS Forecast Office Morris Heights Post Office P. O. Box 604 Bronx, New York 10453
New Mexico	NWS Forecast Office P. O. Box 9025 Municipal Airport Albuquerque, New Mexico 87119
New York	NWS Forecast Office Albany County Airport Albany, New York 12211
North Carolina	NWS Forecast Office P. O. Box 25879 Raleigh, North Carolina 27611
North Dakota	NWS Forecast Office Box 1016 Bismarck, North Dakota 58501

SEB	Send to Meteorologist in Charge:
Ohio	NWS Forecast Office Cleveland Hopkins International Airport Cleveland, Ohio 44135
Oklahoma	NWS Forecast Office Will Rogers World Airport 7100 Terminal Drive Oklahoma City, Oklahoma 73159
Oregon	NWS Forecast Office 5420 N.E. Marine Drive Portland, Oregon 97218
Pennsylvania	NWS Forecast Office Terminal Building International Airport Philadelphia, Pennsylvania 19153
Puerto Rico	NWS Forecast Office Isla Verde International Airport San Juan, Puerto Rico 00913
Rhode Island	NWS Forecast Office East Boston, Massachusetts 02128
South Carolina	NWS Forecast Office Columbia Metropolitan Airport West Columbia, South Carolina 29169
South Dakota	NWS Forecast Office Administration Building, Foss Field Sioux Falls, South Dakota 57104
Tennessee	NWS Forecast Office 3171 Directors Row, Suite 403 Memphis, Tennessee 38131
Texas	NWS Forecast Office 819 Taylor Street, Room 10A44 Fort Worth, Texas 76102
Utah	NWS Forecast Office 175 North 2300 West, Room 118 Salt Lake City, Utah 84116
Vermont	NWS Forecast Office Albany County Airport Albany, New York 12211

SEB	Send to Meteorologist in Charge:
Virginia	NWS Forecast Office World Weather Building, Room 302 Washington, D. C. 20233
Washington	NWS Forecast Office 1700 Westlake Avenue N. Seattle, Washington 98109
West Virginia	NWS Forecast Office Kanawha Airport Charleston, West Virginia 25311
Wisconsin	NWS Forecast Office 5300 S. Howell Avenue Milwaukee, Wisconsin 53207
Wyoming	NWS Forecast Office 4101 Evans Avenue Cheyenne, Wyoming 82001











